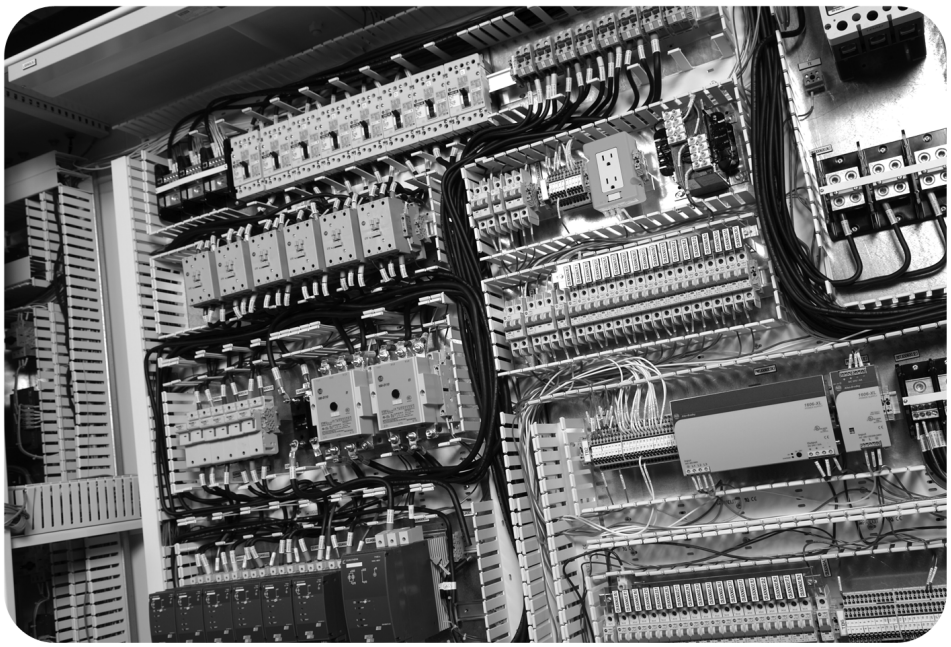
ClearTools™ Software

User Manual

Allen-Bradley



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Introduction

About the program

The program is designed for printing on Marker Cards.

The program has to be installed on a local computer. No server version is available.

About this manual

The manual assumes that you have practical experience of the Microsoft Windows operating system used by the software.

If you are not familiar with the basics of Windows, please refer to the Windows user manual.

Layout and format

The user manual applies the following conventions:

Bold Important elements in the program like buttons, menu items, toolbars, names, etc. are printed in bold.

„ “ Names of windows and dialogs and references to other sections are enclosed in double quotes.

> This character separates two successive menu items (e.g. **View** > **Zoom**)

• This symbol means that the actions which follow must be carried out in the specified order.

Symbols used

Indicates that this is essential information about the program.

Indicates that this is useful additional information.

Definitions

This section explains the special terms that are used in the software.

Marker
Markers are used to identify electrical and electronic elements (terminals, conductors, systems, devices, etc.) and also to label assets.

Marker type
Marker of a specific type, e.g. Marker Card 1492-Mxxxx

Installation note

In order to install the program you need administrator rights on the computer involved.

General Operation

Introduction

This section explains the various ways you can start and exit the program.
You will also find general information about the program structure and the layout of the user interface.

Starting/exiting the program

Starting the program

Double-click on the icon on your computer desktop.

Exiting the program

On the menu bar, select **File** > **Exit.**

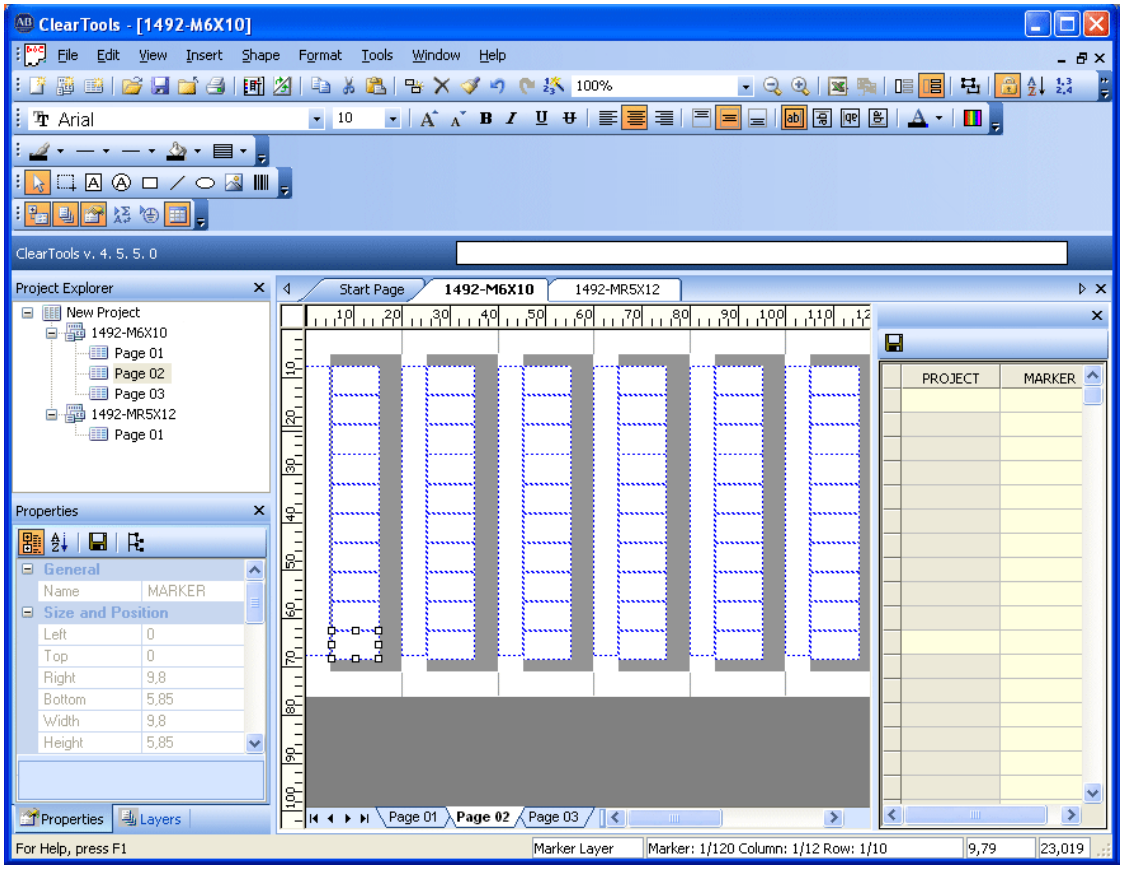
If a project is still open, a dialog appears where you can save the project.

User interface

The user interface is where you edit the markers.

It is displayed automatically when you start the program. The user interface contains everything you need for editing a marker.

Depending on the configuration, the user interface can include different elements:



For further information, please refer to the chapter "User interface".

Supported file types

The following file types are supported when files are opened:

- ClearTools Content File (*.mpc)
- ClearTools Order File (*.mpo)
- ClearTools Template (*.mpt)
- ClearTools Document (*.abp)
- ClearTools Document (*.mld)
- ClearTools Document (*.tmf)
- ClearTools Export File (*.rde)
- TXX/TXY Files (*.txx; *.txy)
- Microsoft Excel Worksheet (*.xls)

Commonly used functions

This section describes the commonly used functions by way of example.

Editing elements

You can create elements from the "Insert" menu on the menu bar, or the "Elements" toolbar (see chapter "Toolbars").

Before you can edit one or more elements, you first have to select them. (see chapter "Selecting elements").

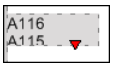
See also "Advanced options in Property Explorer".

Insert text field

Create new text field
Click on the icon on the opposite or, on the menu bar, select **Insert** > **Text field**.
Move the mouse to where you want to enter the text.

If the mouse pointer looks like this, you can create a text field.
Press and hold down the left mouse button. Draw a box and release the mouse button. An editing field opens, where you can enter text.

You can only enter text in text fields:
if the mouse pointer looks like this, you cannot enter text.



If you can see a red triangle in a text field after adding text, there is too much text in the field. Not all of the text is displayed or printed. You will need to shorten the text or reduce the font size (see chapter "Format Menu").

Inserting a shape

Create rectangle/square
Click on this icon, or on the menu bar, select **Insert** > **Rectangle**.
Hold down the left mouse button and drag to create a rectangle.

Draw line
Click on this toolbar icon, or on the menu bar, select **Insert** > **Line**.
Keep the left mouse button pressed as you draw the line.

Draw circle/ellipse
Click on this icon, or on the menu bar, select **Insert** > **Ellipse**.
Hold down the left mouse button and drag to create the ellipse.

You can set the exact size and position in the Property Explorer (see "Property Explorer").

Insert image

The program supports the image formats BMP, EMF, GIF ICO, JPG, PNG, WMF and TIFF.

Insert image

Click on this icon, or on the menu bar, select **Insert** > **Image**.

Hold down the left mouse button and drag to create a border. A dialog appears, where you can select the image file and open it by clicking on the **Open** button. The selected image is pasted in the border.

You can use the Property Explorer to specify whether to keep the image in its original size, or resize the image to fit the border.

Images are not embedded in the field. The field only contains a link to the file. The path is shown in the Property Explorer.

See "Property Explorer".

Insert barcode

The program supports the following barcode types:

- Code 39
- Code 128
- Code 2/5 Industrial
- Code 2/5 Interleaved
- EAN13

Insert barcode

On the menu bar, select **Insert** > **Barcode**.

A drop-down menu displays the barcodes to be selected.

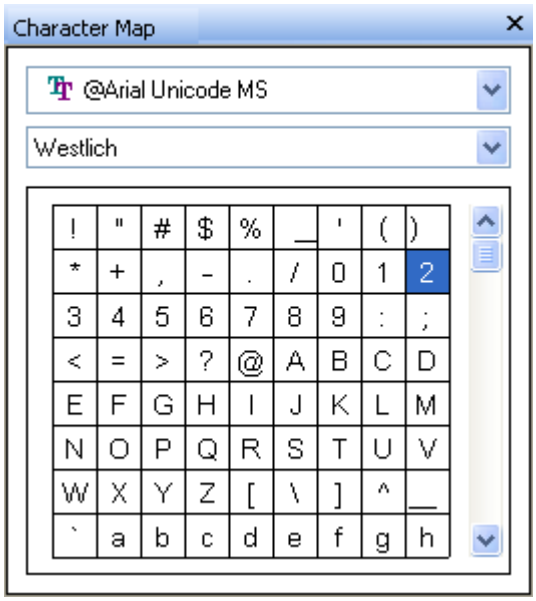
Draw an area with the mouse and release the mouse button. The selected barcode is pasted.

You can use the Property Explorer to enter the code in numeric or alphanumeric format (see "Property Explorer").

Inserting special characters

You can use the Character Map to select fonts, and to see all the characters and special characters that are available with that font.

To open the character map, select **View** > **Character Map** >**Font** on the menu bar.



- Click on the arrow in the first list box to select the font, and the arrow in the second list box to select the language.
- Position the cursor where you want the character to appear.
- Double-click on the character you want to paste, and it appears in the marked text field.

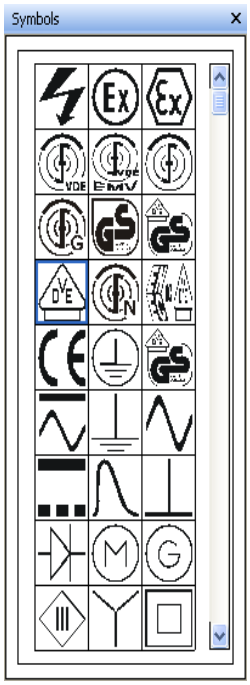
You can also use the shortcut menu to copy a character from this dialog:

- Select the character you want to copy, click on the right mouse button and select **Copy Character**.
- Position the cursor where you want the character to appear (inline editor), click on the right mouse button and select **Paste** on the shortcut menu.

Inserting symbols

You can select and paste symbols using the Symbol Explorer.

To open the character map, select **View > Symbols** to open the Symbol Explorer.



- Click on the symbol you want to paste.
- Move the mouse to the field you want to contain the symbol.
- Hold down the left mouse button and drag to create a rectangle. The symbol is pasted in the field.
- You can resize the symbol by clicking on it once and dragging the corners to make the rectangle larger or smaller.

Alternatively:

- Select the field in which you want to paste the symbol.
- Double-click on the symbol that you want to paste.

The view of the symbol can be adjusted via the property "Size" (see chapter "Adjust properties - Behavior").

Snapping elements to the grid

To specify that you want the elements to snap or not to snap to the gridlines, click on the main menu, select View **>** Grid **>** Snap To Grid.
The grid must be visible (Menu **View > Grid >Show**).

Selecting elements

Select element
After clicking on this icon, you can click on elements to select them.

Select multiple elements
If the elements you want to select are next to each other, you can select them all in a single action by drawing a selection box around them.
Click on this icon to activate the element selection box. Press and hold down the left mouse button. Draw a box around the elements you want to select.

Move elements

Elements at the project layer or marker layer can only be moved **within** the defined project area or marker area.

- Select the element you want to move by clicking on it with the left mouse button. When you move the mouse pointer over the element, it changes into the following shape, which means you can move the element:

Hold down the mouse button and move the element to its new position.

Another way to move an element is to use the settings in the Property Explorer, see "Property Explorer", category "Size and Position". You can enter exact values in this dialog.

Rotating elements

- Click on the element (text, shape, image, barcode) you want to rotate.
- Select **Shape** > **Rotate…**.

The following dialog appears:

Specify the details of the rotation you want, then confirm by clicking on OK.

Make sure that, if necessary, the element fits the dimensions of the marker area when it is rotated.

Example:

This image shows the element before it is rotated:

... and after the rotation:

Copying and pasting elements

During copying and pasting, only the document-individual properties can be shared.

However, the properties are only pasted to their full extent if it is the same element type (e.g. text on text, image on image).

- Click on the element (or several elements) you want to rotate.
- Select **Edit > Copy**.
- Click on the element that you want to paste.
- Select **Edit > Paste** to paste the content OR **Edit > Paste Elements** to paste the element.

Not all elements can be pasted into other elements.

Cutting and pasting elements

- Select the element you want to cut.
- Select **Edit** > **Cut**.
- Click on the element that you want to paste.
- Select **Edit > Paste** to paste the content OR **Edit > Paste Elements** to paste the element.

Not all elements can be pasted into other elements (see chapter "Copying and pasting elements")!

Duplicating elements

- Select the element you want to duplicate.
- Select Edit > **Duplicate**.
- The duplicated element is placed slightly offset on top of the original element.

Deleting elements

- Select the element you want to delete.
- Select Edit > Delete.
- In the **Delete** submenu, you have the following menu items to select from:

Field content	Only delete the content of the elements.
Entire field	Delete the entire field.
Selected markers	All markers with the marked elements on them are deleted without confirmation prompt.
This page	The currently visible page is deleted.
Pages...	A dialog opens to delete several pages.

If a menu item is not available (greyed out), the functionality for the selected situation cannot be used.

Locking elements

Text fields, image fields, barcodes and shapes can all be locked.

However, you can still change the content and formatting of locked text fields.

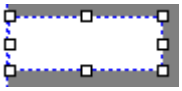
A.o., the following properties are locked:

- Size and Position
- Border and Fill
- Field properties
- Orientation and tab order

- Select the element you want to lock.

Click on this toolbar icon to lock the selected element.

Example of a locked element



Changing the order of elements

If a number of elements are arranged on top of each other, you can use the "Layout" toolbar to change the order of the elements.
The following settings apply to the selected element in the current layer.

The element is moved one layer forward.

The element is moved one layer backward.

The element is brought to the front.

The element is sent to the back.

- Select the element you want to move, then click on the relevant icon.

You can also access these functions from the menu bar by selecting Shape then the relevant layer setting.

Formatting Text

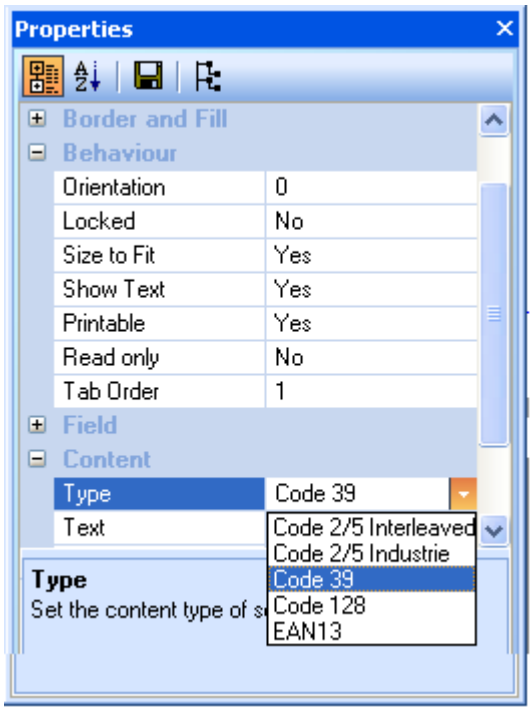
You can format text and set lines using the menu bar "Format text" or the dialog "Properties".

Aligning text

To align text, select it and click on the relevant icon on the toolbar "Format text".

Change barcode type

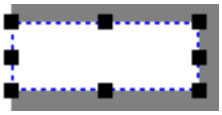
You can select a barcode type in the "Content" category in the Property Explorer (see chapter "Property Explorer - Content").



- Select the desired barcode type in the field "Type".
- Next, in the "Text preview" field, you can enter the numeric or alphanumeric code, depending on the barcode type.

Resizing elements

- Click on the element you want to resize.



- Drag the corners to make the element larger or smaller.

You can specify the exact dimensions in the "Size and Position" category in the Property Explorer.

See chapter "Property Explorer".

Setting the same height

- Select the elements whose height you want to change, then click on this icon.
- On the menu bar, select **Shape** > **Same Height** to adjust the height.

Setting the same width

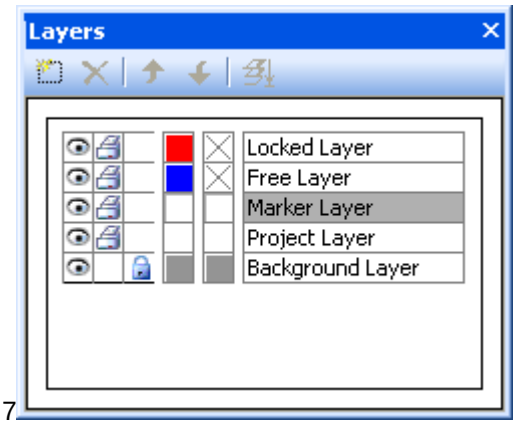
- Select the elements whose width you want to change, then click on this icon.
- On the menu bar, select **Shape** > **Same Width** to adjust the width.

Edit layers

The pages of a marker type are organized into layers:

You can use the "Layers" dialog to edit the individual layers.

- To show or hide the layers, select **View** > **Layers** on the menu bar.
- Double-click on the layer you want to change (e.g. "Marker layer") to open the "Layer properties" dialog.



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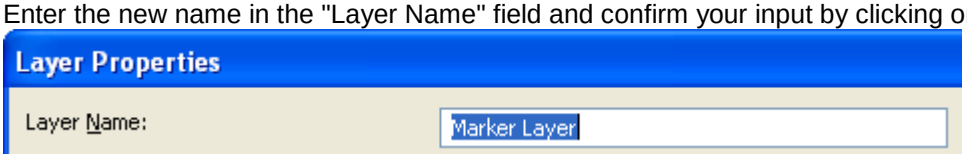
Changing the layer name

The name of the layer can be changed in the dialog "Layer properties" (see chapter "Editing layers").

- Enter the new name in the "Layer Name" field and confirm your input by clicking on **OK**.

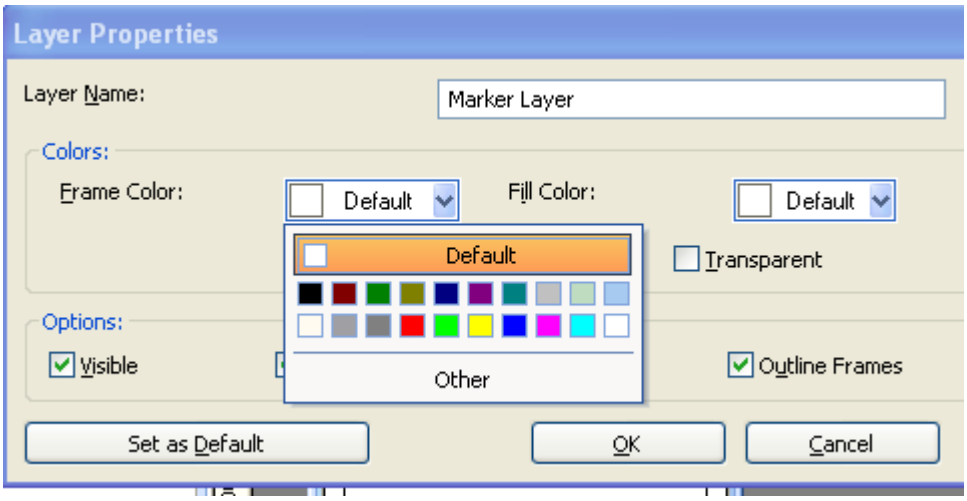


The new name applies to this file.

Changing the layer color

You can use the "Layer Properties" dialog to change the colors of the layers. To open the dialog, double-click on the layer you want to change (see chapter "Editing layers").

- Click on the arrow in the relevant field to change the frame and fill color. You can select a color from the drop-down list.



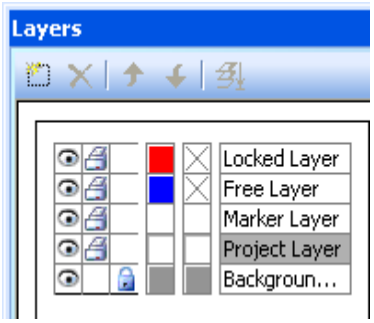
- You can click on the **Other...** button for advanced color selection options.

  You can use this dialog to select a standard color or create a custom color.

Hiding a layer

- To disable a layer so that it is no longer visible, click on the eye icon:

Layers not showing this icon will not be displayed.

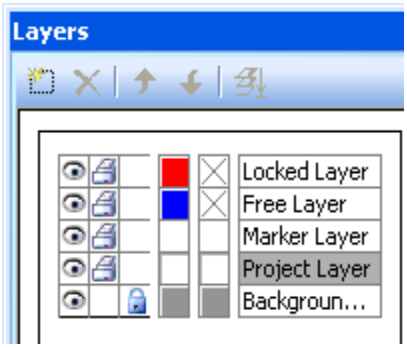


You can display the layer by clicking the box again.

Not printing a layer

- If you do not want to print a layer, click on the printer icon:

Layers not showing this icon will not be printed.



Adding free layers

Unlike the other layers, free layers can be duplicated.

- Click on this icon in the Layer Explorer to add a new free layer.

If you click on the icon again, another free layer is added.

Removing free layers

- In the Layer Explorer, click on the free layer you want to remove. Click on this icon:

You can remove all free layers except for one, which must always be present.

Moving a free layer to another position

If you have created a number of free layers, you can move them under each other, in other words you can change the order of layers on top of each other.

The Layer Explorer has the following icons:

Moves the layer up one layer.

Moves the layer down one layer.

- Select the free layer you want to move and click on the relevant button.

Reducing free layers to a single layer

Click on this icon to reduce all free layers to a single layer:

You cannot select individual layers and reduce them. It is only possible to reduce all free layers to a single layer.
Reduction to one layer cannot be undone!

Locking layers

You can lock specific layers to prevent the elements on the layer being edited. Even text cannot be edited on a locked layer.

- Click on the layer you want to lock.
- In the Layer Explorer, click inside the third column for the layer.

  The following icon appears.

  The layer is now locked and cannot be edited.

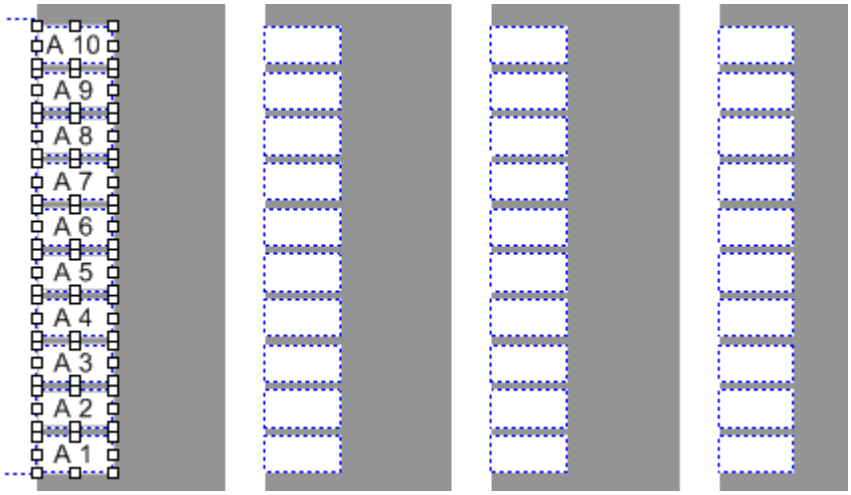
You can remove the lock by clicking on the box again.

Predefined Text Sequence

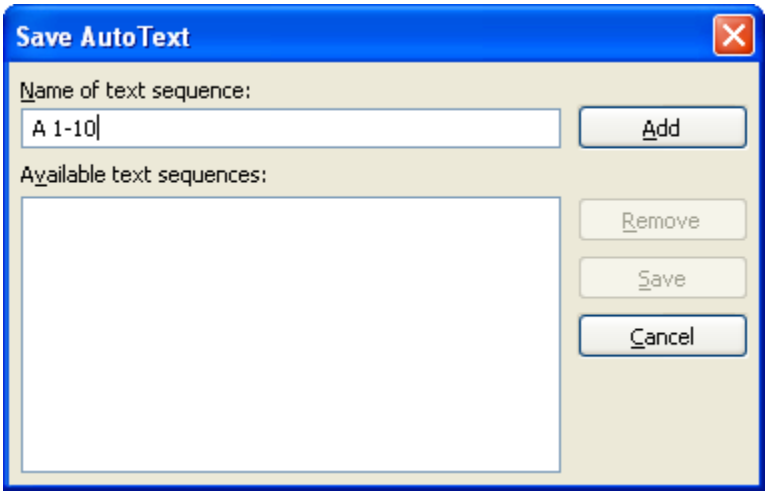
Defining predefined text sequences

Follow these steps to define a text sequence:

- Open a marker type and paste the text to be saved (e.g. A 1 to A 10) into a text element.



- Select the text that you want to save as a text sequence.
- Select **Tools** > **Predefined Text Sequence…**.
- Give the text sequence a revealing name.



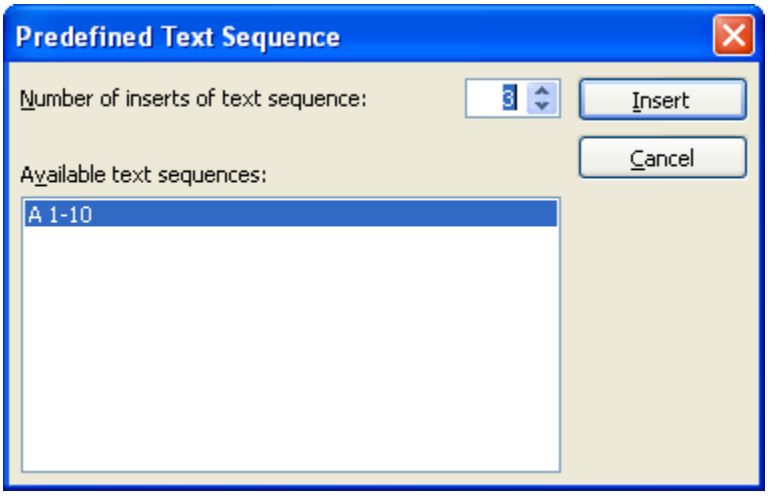
- Click on **Add** and then **Save.**

To paste a predefined text sequence, see section "Inserting a predefined text sequence".

Inserting a predefined text sequence

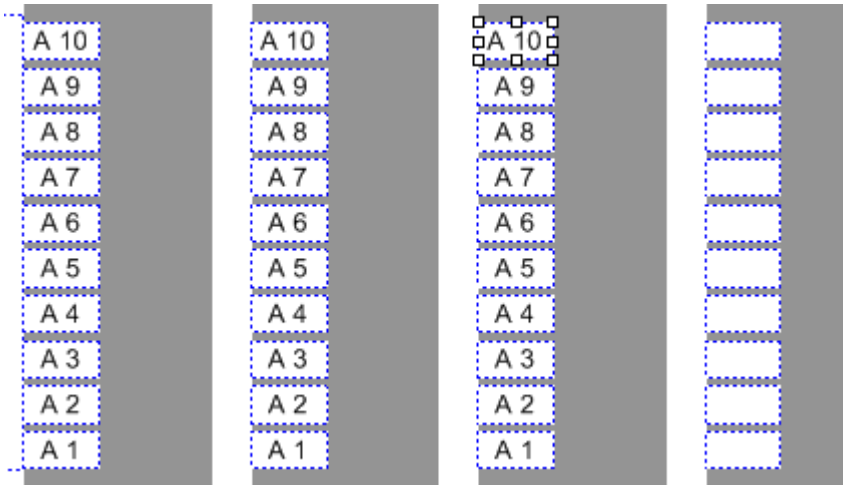
Follow these steps to paste predefined text sequences (see "Defining predefined text sequences"):

- Open a marker type and select the element after which the predefined text sequence shall be pasted.
- Open **Tools** > **Predefined Text Sequence…**.
- Select the required sequence and the number of inserts.



- Click on **Insert**.

Here, the predefined text sequence was pasted three times:



Consecutive numbering

Introduction

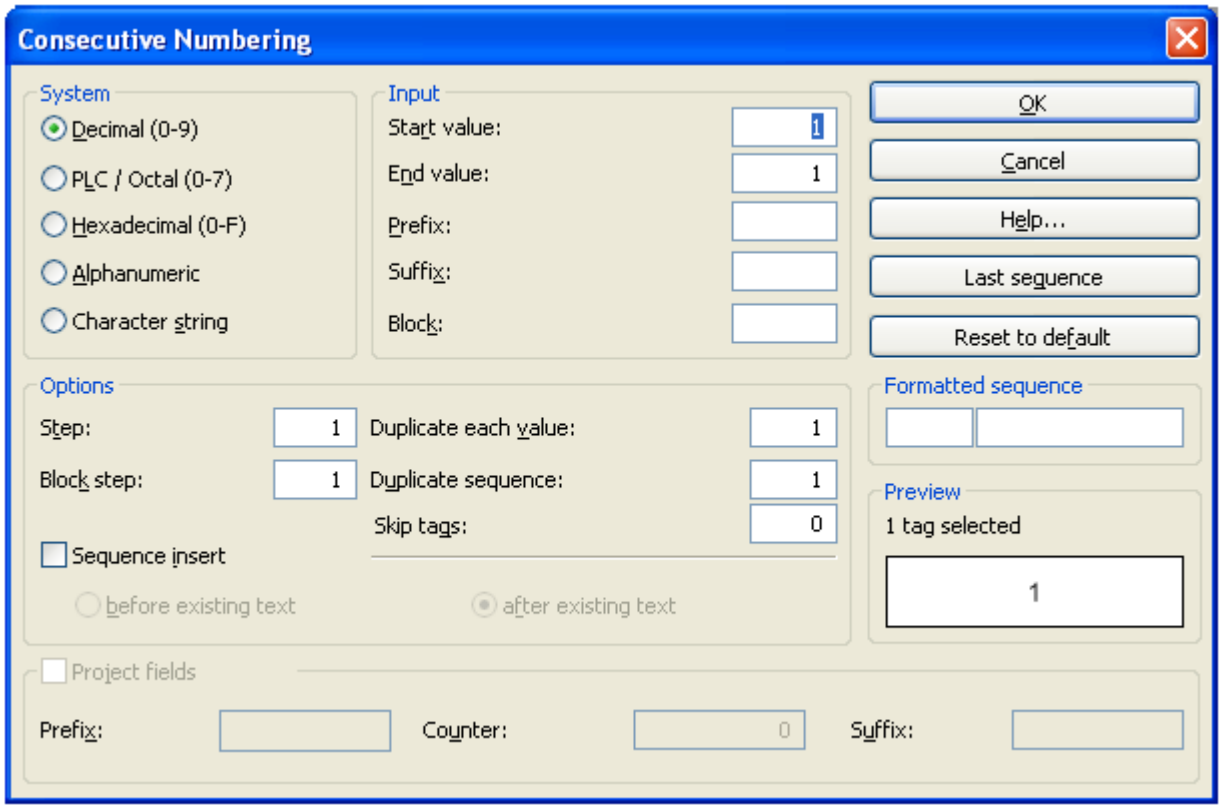
You can use the "Consecutive Numbering" function to add sequential data to marker types.

Only document-individual fields with the autofill function can be inscribed (see chapter "Property Explorer").

- Select the field or an area where you want the data to appear.
- Select **Insert** > **Consecutive Numbering…**.

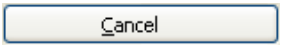
The "Consecutive Numbering" dialog opens up.

The "Consecutive Numbering" dialog

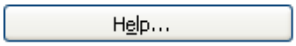


The dialog contains the following buttons:

Click on the **OK** button to confirm your input.



Click on the **Cancel** button to cancel the process.



Click on the **Help** button to load the Help.

Click on the **Last sequence** button to load the last sequence you used.

Click on the **Reset to default** button to restore the predefined default values.

In the "System" group, select the notation you want to use for numbering.

Decimal
This uses the decimal system, i.e. the ten digits from 0 to 9, then 10, 11, 12, etc.

PLC / Octal
Choose this option to select a PLC-specific labeling format. The PLC labeling format usually includes two counters, separated by a full stop (e.g. 4.0).

Counter Y uses the octal system from 0 to 7, and block counter X starts from the start value in the Block field and counts at the increment specified in the Block Step field. The Prefix field usually contains a letter (e.g. I for Input), and a Suffix can also be defined (see example 2).

Hexadecimal
This notation is based on the hexadecimal system, which uses the characters 0 to 9, A, B, C, D, E, F.

Example: 0, 1, ….9, A, B, C, D, E, F, 10, 11, …,18, 19, 1A, 1B, 1C, 1D, 1E, 1F, 20, … 29, 2A, … 2F, 30, … etc.

Alphanumeric
Three numbering sequences are possible with this option: a to z or A to Z or 0 to 9.
Example: b to m (only one character is allowed, not AA to ZZ for example).

Character string
The same word is written to all the text fields, e.g. "ISB". Character strings: 1234 or ABCD or 1a2Bd3.

In the "Input" group, enter the following values:

Start Value and End Value
Numbering can be in ascending or descending order.

The default settings in the Start Value and End Value fields are based on the number of fields selected at the time the dialog opens.

Prefix
You can prefix one or more alphanumeric characters to the counted value. (e.g. Conductor or C or 2004-)

Suffix
You can append one or more alphanumeric characters to the counted value (e.g. left or X).

Block
This software defines a block as an additional counter inserted between the prefix and the start value.

The "Options" group is where you make the following settings:

Step
This field contains the value by which the start value will be increased/reduced.

Examples:

With start value = 1, end value = 20 and increment = 3, the following sequence of numbers is generated: 1, 4, 7, 10, 13, 16, 19

With start value = 8, end value = 2 and increment = 2, the following sequence is generated: 8, 6, 4, 2

With start value = A, end value = K and increment = 2, the following sequence is generated: A, C, E, G, I, K

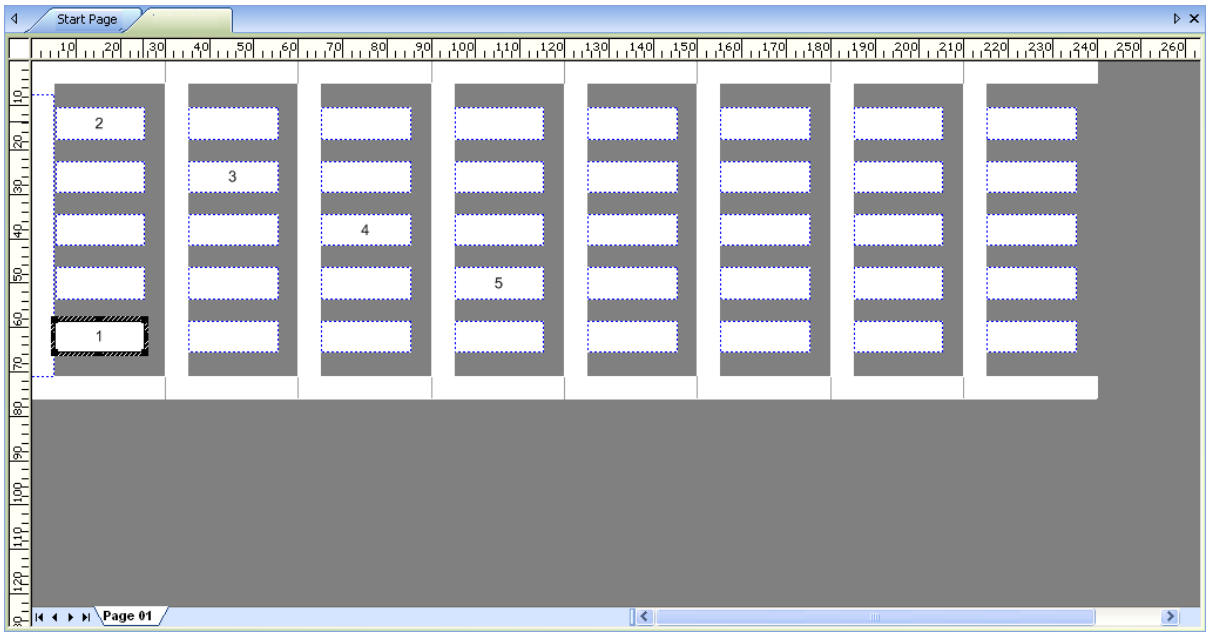
Block Step
This is where you specify the value by which you want to increment the block, e.g. block = 0 and block step = 2. Example: 0, 2, 4, 6….

Duplicate each value
Use this field to specify how many times you want to duplicate each value.
If you enter the value 2 in the field, the following sequence is generated for numbering from 1 to 5: 1, 1, 2, 2, 3, 3, 4, 4, 5, 5.

Duplicate sequence
This is where you specify the number of times the sequence (the value between start and end) will be needed.

Skip tags
This is where you specify the number of labeled fields you want to skip.

Example: start value = 1, end value = 5, skip = 3



Sequence insert
Click on the check box to activate or deactivate this function.

If the fields you are labeling already contain text, you can specify where you want the sequential data to appear. Select the relevant radio button:

before existing text
after existing text

If you do not activate this function, the entire content of the marker will be overwritten.

Project Fields
Click on the check box to activate or deactivate this function.

This option enables you to automatically number project fields. Enter the start value in the text field "Counter". You may also enter a "Prefix" or a "Suffix".

Formatted Sequence
The field on the left formats the block, and the field on the right formats the numbering sequence defined by the start value and end value.

The following formatting options can be used for the block and the numbering sequence. The block format is only applied if the "Block" field contains an entry.

#.00	The numbers are formatted to two decimal places. For the number sequence 1 to 3, this produces the following formatted numbers: 1.00 then 2.00 then 3.00, etc.
$#.00	A constant appears before the number (the dollar sign in this example).
#,###.00	Formats the number sequence 1000 to 2000 as follows: 1,000.00 then 1,001.00 then 1,002.00, etc.
0%	Formats the number sequence 1 to 5 as 100%, 200%, .., 500% (percentage).

Preview
The first field is displayed here with its data.

Automatic recognition of field content

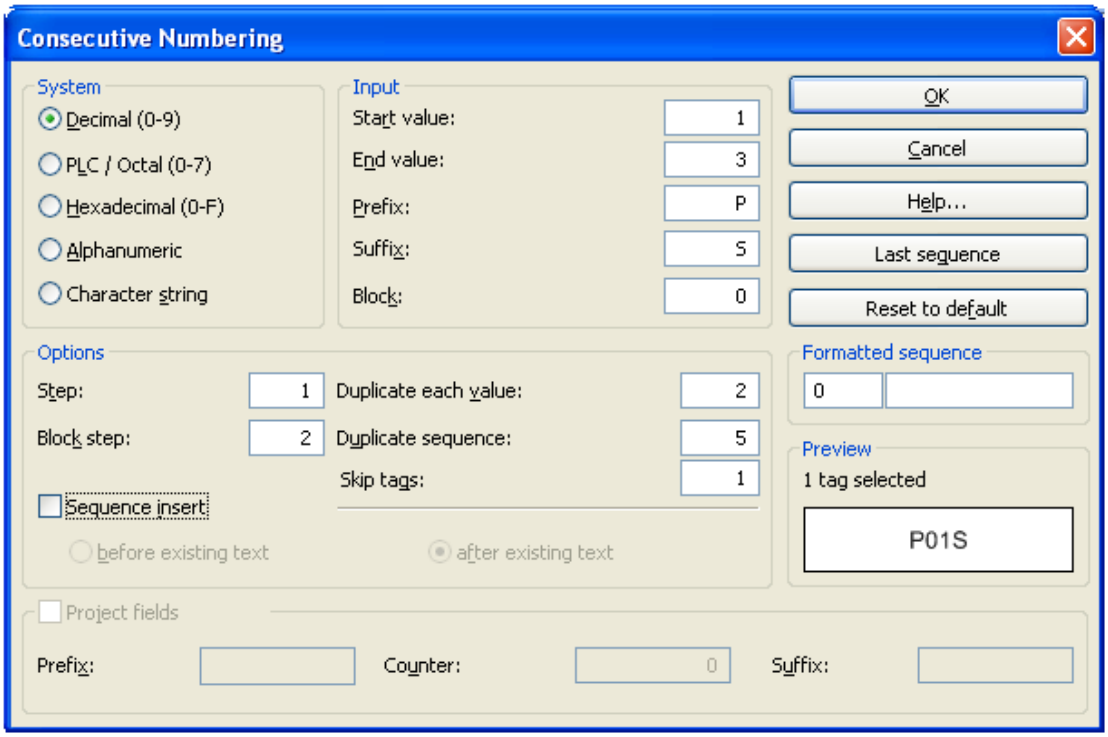
The Auto Fill function attempts to identify the text of the first selected field so it can put appropriate default settings in the "Consecutive numbering" dialog.

For example, if a text field contains A4.0X, the system recognizes that A is the prefix, X is the suffix, the block counter is 4 and the start value is 0.

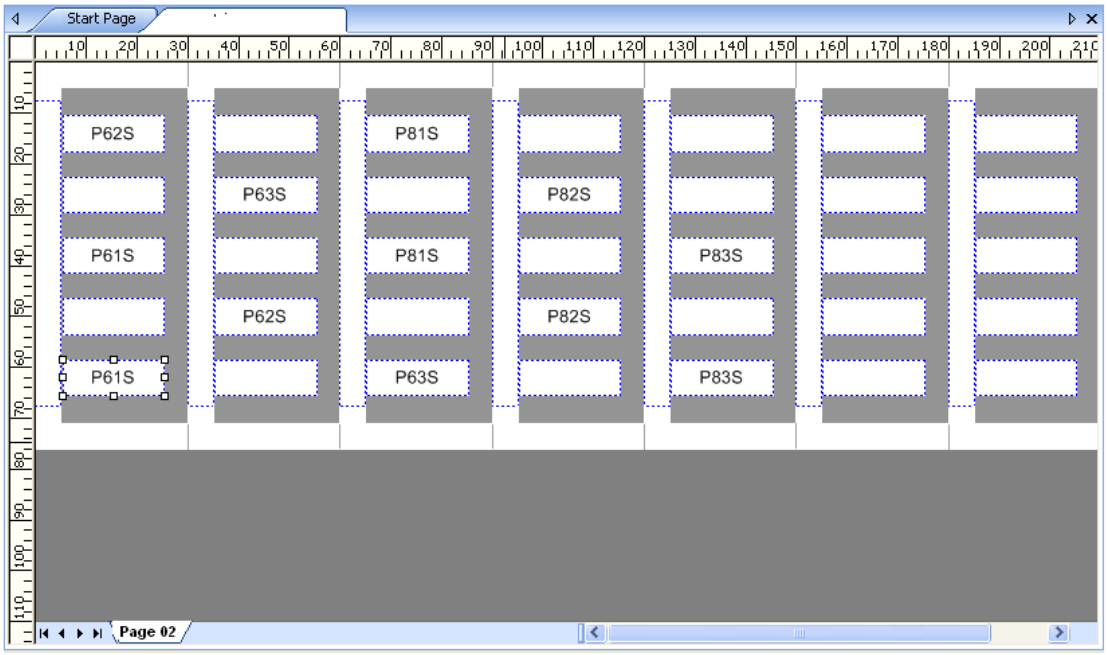
Example 1

We want to label a Marker Card as follows:

The start value will be 1 and the end value will be 3. There will be a block in front of the value, counting from the number 0. Each number (block plus start value) will be preceded by a P and concluded by an S. One field will be skipped, i.e. there will be an empty field between the fields containing data. Each field will be printed twice in succession. The values of the block entry will start at 0 and be incremented by 2 i.e. 0, 2, 4, 6.



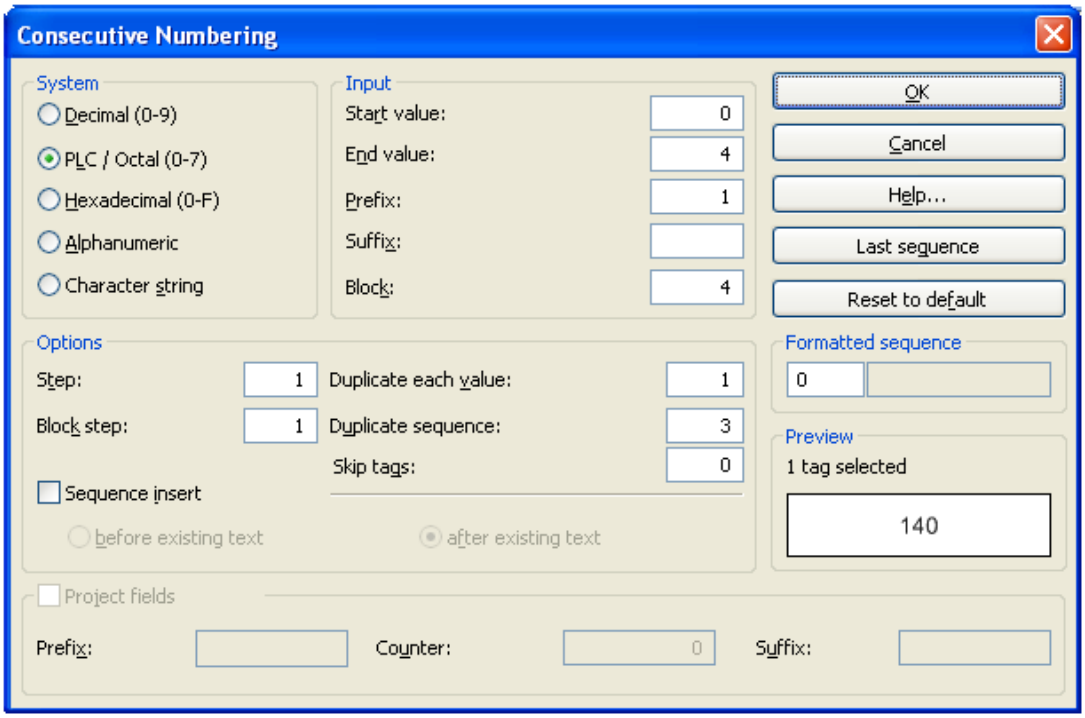
Result:


Start Page
P62S
P63S
P61S
P62S
P61S
P81S
P81S
P63S
P82S
P82S
P83S
P83S
Page 02

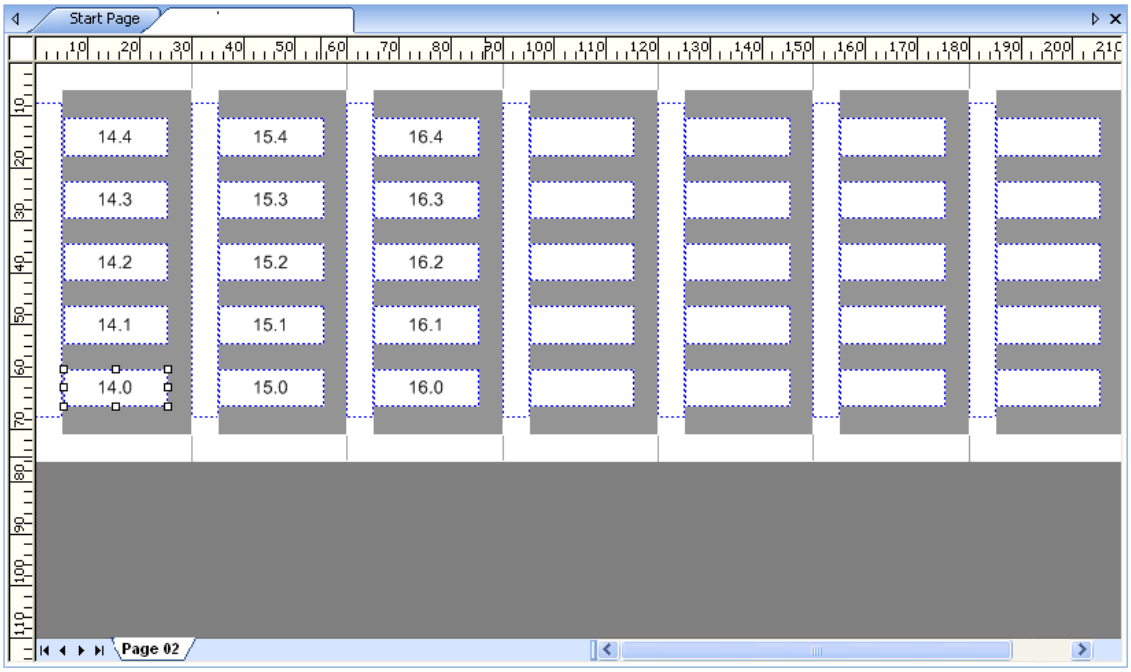
Example 2

PLC labeling format

We want to mark relays 4, 5 and 6. Each of the relays has five inputs (=I), to be labeled from 0 to 4. Numbering will start with I4.0 to I4.4, then I5.0 to I5.4, and finally I6.0 to I6.4.

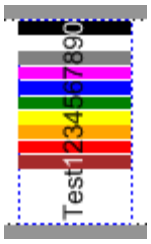


Result:



Color coding

The background and font colors of the numbers 0 to 9 can be set using the Color Coding option.



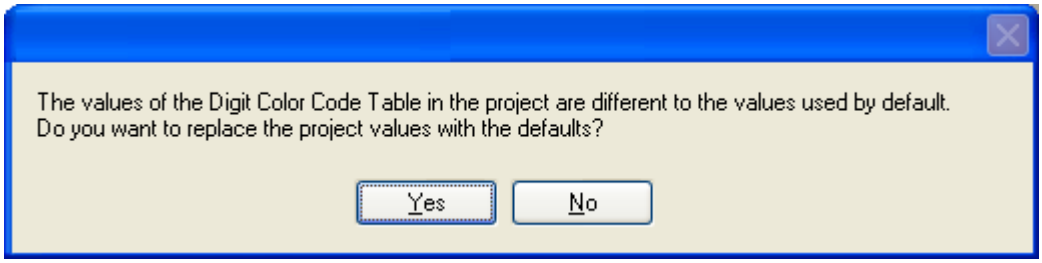
The background and the font colors are set in the Options menu (see chapter "Options - Color coding").

Color coding can only be used in single-lined text!

The color coding is applied to complete elements (not to parts of the text).

The color coding settings are saved in the project file (e. g. *.mpc).
This enables you to create different files with different color codings.

If the color codings defined in the program differ from the ones defined in the project, the following message box appears:


The values of the Digit Color Code Table in the project are different to the values used by default.
Do you want to replace the project values with the defaults?
Yes
No

- Click on **Yes** to accept the color values defined in the program.
- Click on **No** to keep the color values defined in the project.

Synchronize content

Text elements can be linked to other text elements (so-called data sources).

Follow these steps:

- Click on the text elements that you want to allocate a data source to (e. g. TEXT FIELD 2).
- Open the properties dialog (see chapter "Property Explorer")
- Enter the field name of the data source in the field Data Source (e. g. TEXT FIELD 1).
- Select **Edit** > **Synchronize Contents**.

The contents of TEXT FIELD 1 were transferred to TEXT FIELD 2.

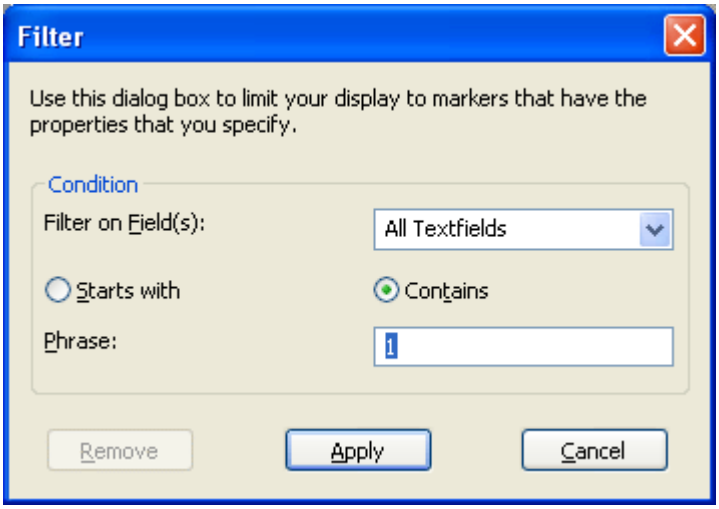
Filter functions

Filters in fields

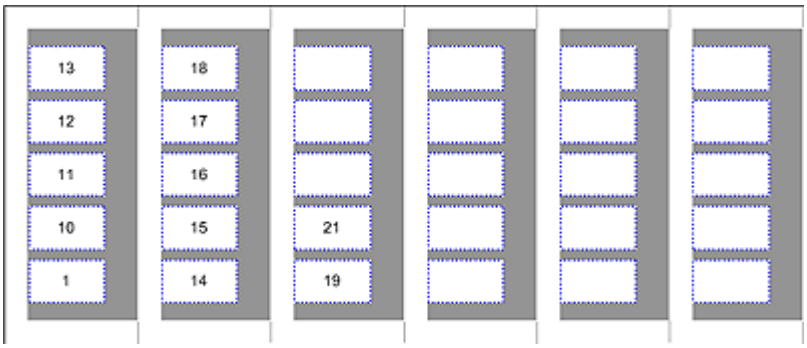
Use the filter to view elements with special phrases.
Select the menu **View** > **Filter** > **Filter...** to show the filter dialog.

Example:
Before the filter:

Filter setting:



Result:

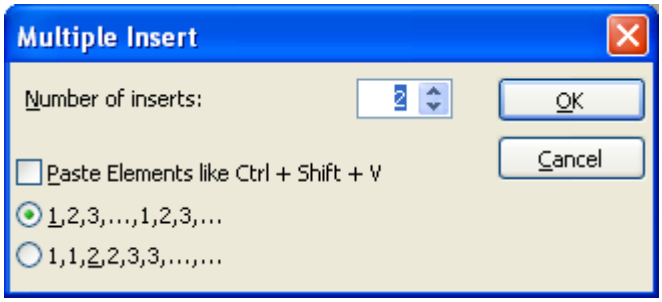


Filter overflow

You can show the fields with text overflow by using the menu **View** > **Filter** > **Filter Overflow.** The font size can be narrowed or shortened for these fields.

Multiple insert

You can insert multiple text fields, barcodes and images from the clipboard.

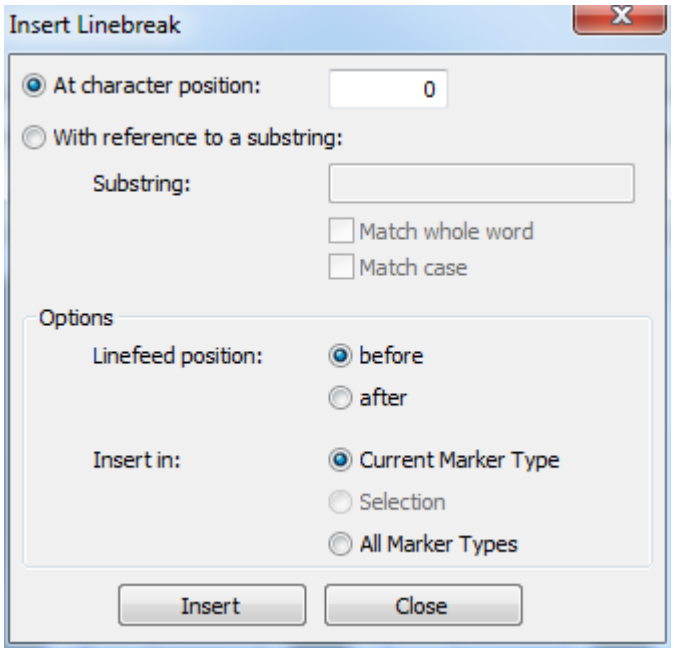


Select the menu **Edit** > **Multiple Insert...** (see chapter "Insert Elements").

Inserting a line break

This function allows line breaks to be inserted subsequently in the content of text fields.

To do this, select **Edit** > **Insert Line Break...** from the menu bar.



Excel editing

The content of exiting textfields can be edited in Excel.
Select the menu **Edit** > **Start Excel editing.**

In Excel you can edit the content and supported formats of the textfields.

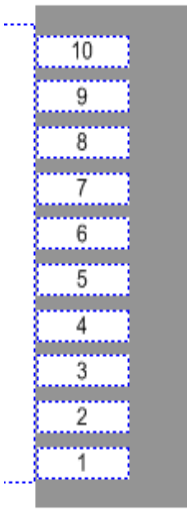
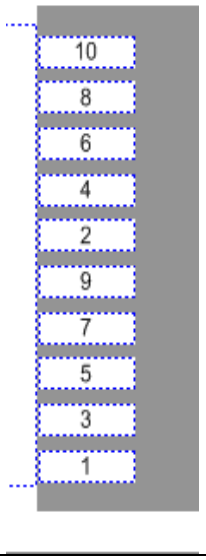
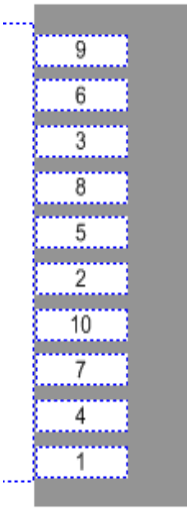
Close Excel or select the menu **Edit** > **Exit Excel editing** in the program to paste the content to the application.

Multi-level terminals

You can use this function to re-sort selected data with a predefined increment.
Select **Edit** > **Multi-level terminal**.

If no markers were selected, the sorting will be effected using all markers.

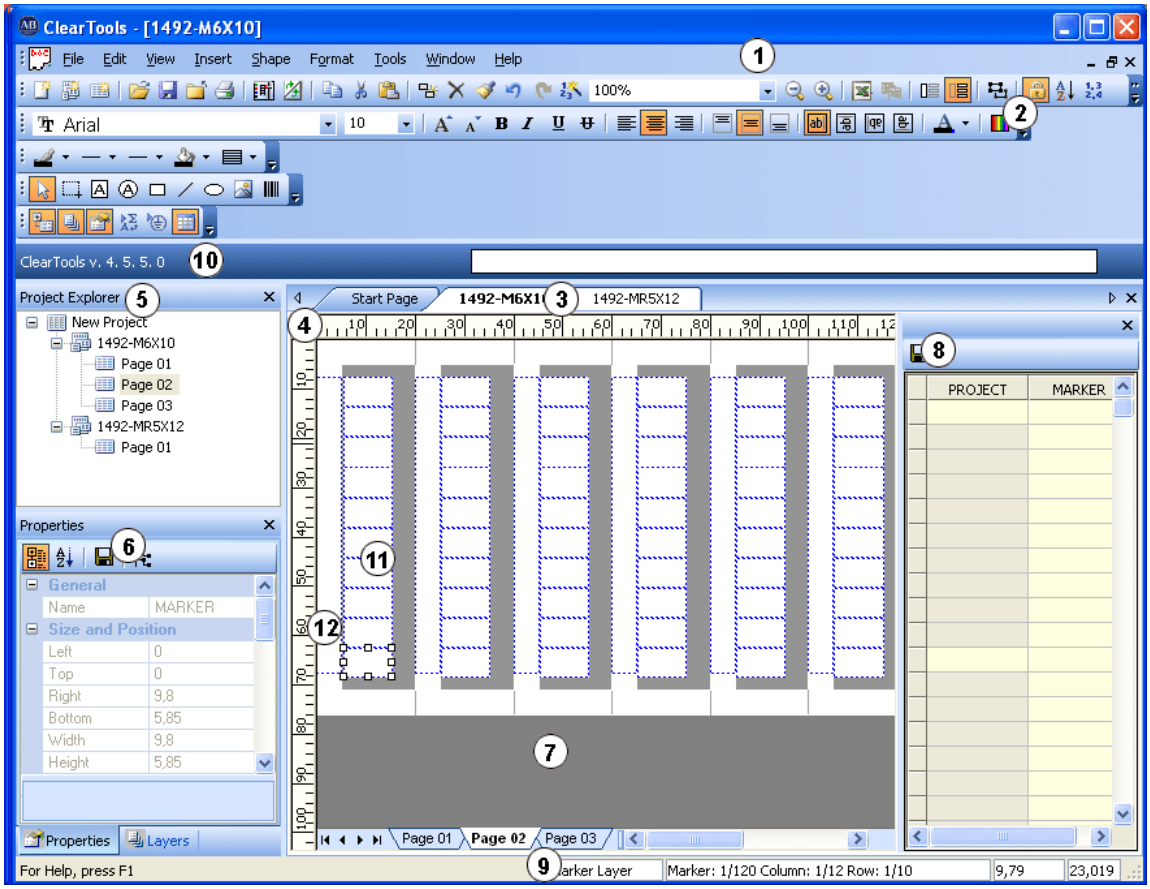
Example:

Default values:	**Multi-level terminal selection 2** = Double-row terminal	**Multi-level terminal selection 3** = Three-way terminal
	Sorting: 1,3,5,7,9 then 2,4,6,8	Sorting: 1,4,7,10 then 2,5,8 then 3,6,9
		

User interface

Introduction

Depending on the configuration, the user interface can include different elements:



1 **Menu bar**

The menu bar enables you to use the most important program functions. Menu items can be active or inactive.

2 **Toolbars**

You can use the icons of the toolbars to run important menu commands. The toolbars are movable and dockable.

3 **Tabs**

The tabs are arranged below the toolbars.
If you click on a tab, the associated marker type moves to the foreground.

4 **Ruler**

There are rulers along the top and the left of the workspace. You can use the rulers to measure distances and spacing.

5 **Project Explorer**

The default position of the Project Explorer is on the left of the user interface.

The Project Explorer has a hierarchical structure, and is used for managing projects (see section "Project Explorer").

6 **Property Explorer**

You can use the Property Explorer to show or change the properties of different elements (e.g. text fields, images or barcodes (see chapter "Property Explorer").

7 **Workspace**

The workspace occupies the right of the user interface.

You can use the workspace to view and edit the currently selected marker type.

8 **Data Grid**

The data grid shows and edits the contents of the marker elements "Text field" and "Barcode" in tabular form.

(see chapter "Data Grid").

9 **Status bar**

The status bar runs along the bottom of the user interface.

The following items are shown:

- active layer (e.g. marker layer, free layer, etc.)
- Number of available markers, columns, lines of the active layer
- Position of the cursor along the x and y axes and the unit of length (e.g. mm).
- Status of the CAP, NUM and SCRL functions.
  Active functions are shown in black.

10 **Number of the version**

Display of the current program version.

11 **Marker areas**

Printable areas on the marker types.

As a default, each marker area (short: marker) has a document-individual text element (see section "Field").

The marker areas are arranged on the marker layer.

12 **Project layer**

As a default, the project layer has a document-individual text element, the so-called project marker..

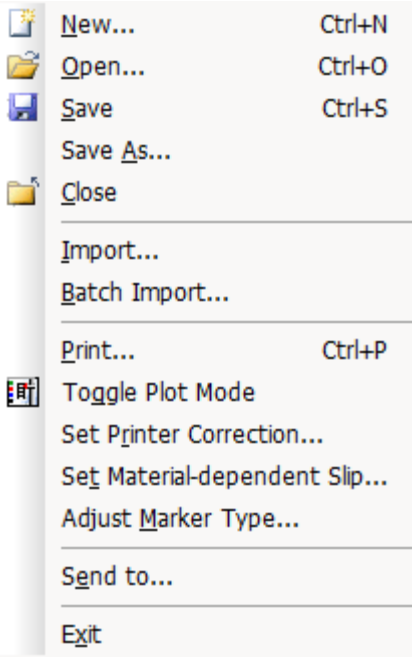
Elements

Text fields, shapes (lines, rectangles, ellipses), images and barcodes are all referred to as "elements".

Menu bar

This section describes the most important functions of the individual menus.

File menu



New
You can use this menu item to create a new file.

Open
Opens an existing file.

Save
Saves a file you have been working on.

Save As…
Lets you specify a new name when you save a file.

Close
Closes a file.

Import…
You can use this menu item to import data from other formats.

Batch Import
You can import external data via a script.

Print…
This menu item displays the dialog for printing marker types.

Toggle Plot Mode
Changes to plot mode (see section "Plot Mode").

Set Printer Correction…
This menu item enables you to perform printer correction (see section "Printer correction").

Set Material-dependent Slip…
With this menu item, you can correct the material slip (see section "").

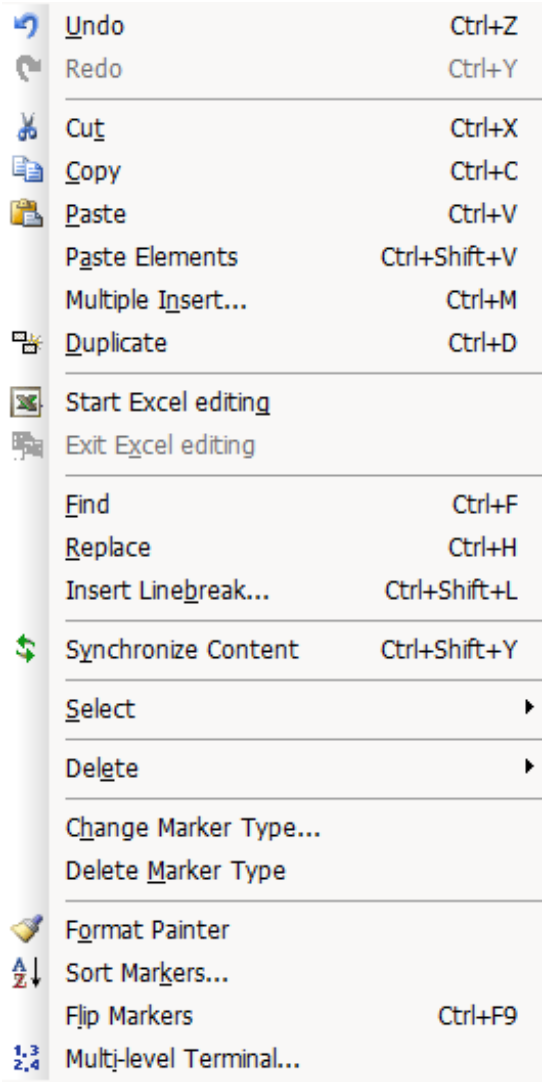
Adjust Marker Type…
This menu item enables you to calibrate the marker type (see section "Adjust printer offset").

Send to…
This menu item enables you to send your current project by e-mail.

Recent Files
This part of the menu lists recently opened files.

Exit
You can use this menu item to exit the program.

Edit menu



Undo
This undoes the last editing step.

Redo
Redoes the steps that have been undone. Redoing relates to the basic functions and cannot be undone again

Cut
This menu item cuts one or several selected elements.

Copy
This menu item copies one or several selected elements.

Paste
This menu item pastes the clipboard content into a selected field.

Pasting elements

This menu item pastes a copied element into a selected field (e.g. a symbol).

Multiple Insert
This menu item enables you to paste a copied element multiple times (see section "Multiple Insert ").

Duplicate
This menu item duplicates a selected element and places it (slightly offset) on top of the original element.

Start Excel editing
This menu item starts Excel editing function (see section "Excel editing").

Exit Excel editing
This menu item ends Excel editing.

Find
Calls the search dialogue. The current marker is checked for the entered search criterion.

Replace
Calls Search/Replace dialogue.
The current marker is checked for the entered search criterion.

Insert Line Break
Opens a dialog to insert line breaks (see section "Inserting a line break").

Synchronize content
Synchronizes all fields for which data sources exist (see section "Synchronize").

Select
This menu item gives you several options for selecting elements (e.g. All fields (current page) or All fields (all pages)).

Delete
This menu item gives you several options for deleting elements (e.g. text field, etc.).

Change Marker Type…
This menu item enables you to change the marker type.
The contents are pasted (if possible).

Remove Marker type
This menu item enables you to delete the marker type.

Format Painter
You can use this function to copy the formatting, font, color, etc. to another element.

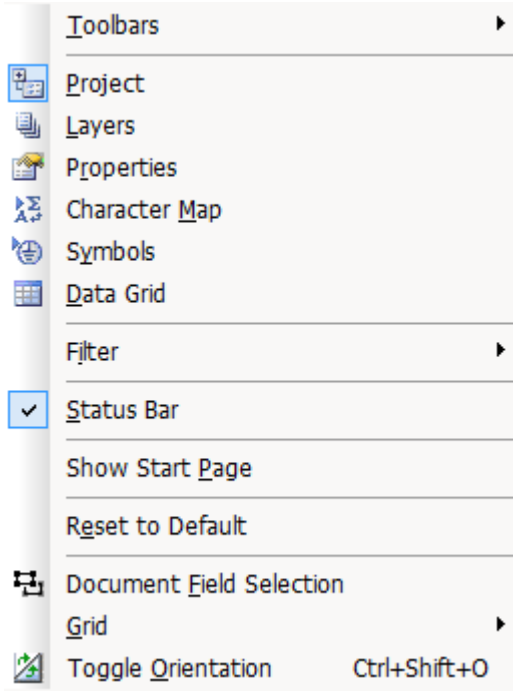
Sort Markers…
Opens the sort dialogue. Here, you can sort the markers by various sort criteria.

Flip Markers
This function enables you to roll the order of the selected markers.

Multi-level terminal...
Opens the multi-level terminal dialogue.

You can use this function to re-sort selected data with a predefined increment (see chapter "Multi-level terminals").

View menu



Toolbars
This menu item contains the following submenu items.

Standard
The standard toolbar cannot be disabled.

Layout
To position elements (e.g. moving, alignment)

Format Text
Contains text formatting functions like font and font size, color, etc.

Borders and Fills
Contains the functions for formatting text elements such as
line thickness or fill color.

Element
Check box for pasting all available elements, such as text fields, images and barcodes.

docking bars view
This option shows the dialog containing functions for displaying the different editing windows like the Property Explorer or the Layer Explorer, and for showing or hiding the Project Explorer.

Header line

This option shows/hides the caption bar showing the application name and version.

Customize...
This option shows a dialog in which you can change the way the toolbar icons are displayed on screen, or even create new toolbars.

Project
Showing or hiding the Project Explorer.

Layers
Showing or hiding the "Layer Explorer".

Properties
Showing or hiding the Property Explorer.

Character Map
Showing or hiding the "Character "Map" dialog.

Symbols
Showing or hiding the "Symbol" dialog.

Data Grid
Showing or hiding the data grid.
for data entry. The data are simultaneously shown on the markers (see chapter "Data Grid Explorer").

Filter
Here, you can filter your current marker according to given criteria so that only the filtered solution is displayed (see section "Filter functions").

Status bar
Showing or hiding the status bar.

Show Start Page
Showing or hiding the start page in the workspace.

Reset to Default
Sets Settings to default.

Document Field Selection
All Marker fields will be selected.

Grid
This menu item contains the following submenu items.

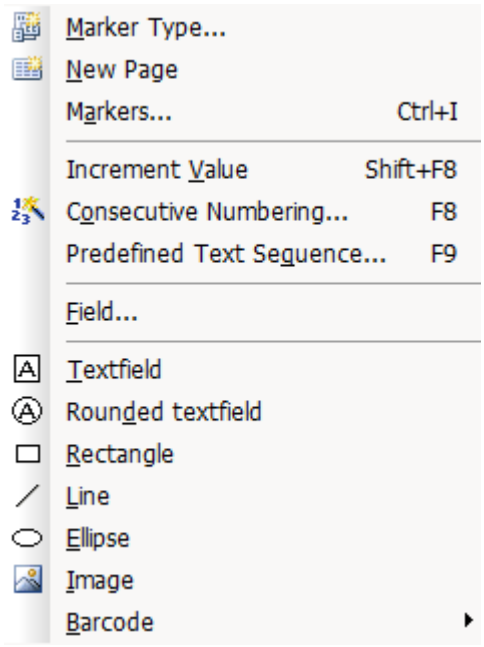
showing
This option places gridlines over the marker type
You can use the gridlines to help you align the elements
(see chapter "Snapping elements to the grid“).

Snap to Grid
This is where you specify whether you want elements to snap to the gridlines.

Toggle Orientation
In the rotated view, all elements are shown rotated by 90°. The elements (e.g. barcode or text) can still be WYSIWYG edited in the rotated view.

The rotated view is possible for all marker types that are NOT "endless".

Insert menu



Marker type...
You can use this context menu item to add a new marker type. The product catalog is shown for selection.

New Page
Adds a new page for the current marker type.

Markers…
Adds a selectable number of markers for the marker type.

Increment Value
The numeric value of a marker/text element is incremented and added to the next marker/text element.

The previous content of the target text field is overwritten!

Consecutive numbering...
This menu item enables you to number the markers automatically (see chapter "Consecutive numbering").

Predefined Text Sequence…
Inserts a predefined text sequence (see section "Inserting a predefined text sequence").

Predefined text sequences are only possible for text elements.

Field

Here, you can insert the field functions (e.g. system date or page number).

Text field
Inserts a text field.

Rounded Text Field
Adds a rounded text field

Rectangle
Adds a rectangle.

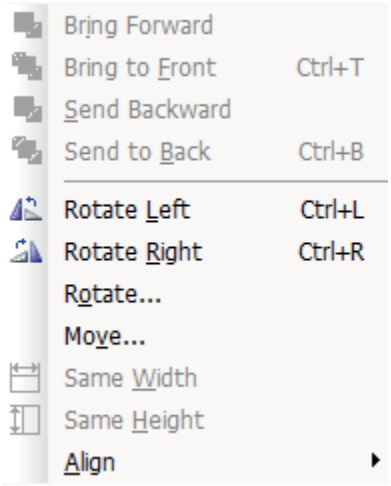
Line
Adds a line.

Ellipse
Adds an ellipse.

Image
Adds an image.

Barcode
This menu item opens another submenu, where you can add a barcode of the type shown (e. g. Code 39, Code 2/5 Industrie, EAN13).

Shape menu

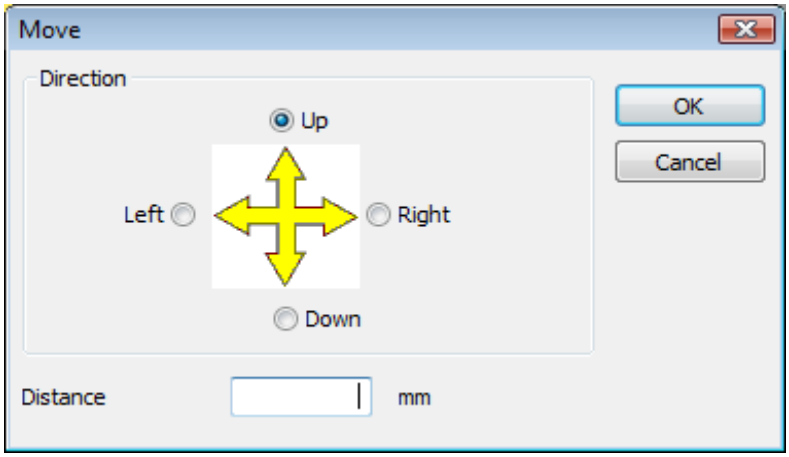


You can use this menu to set the layer of the shape, rotate it, move it and change the width and height.

Moving a shape

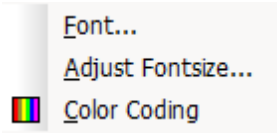
- Select **Shape** > **Move…**.

The following dialog appears:



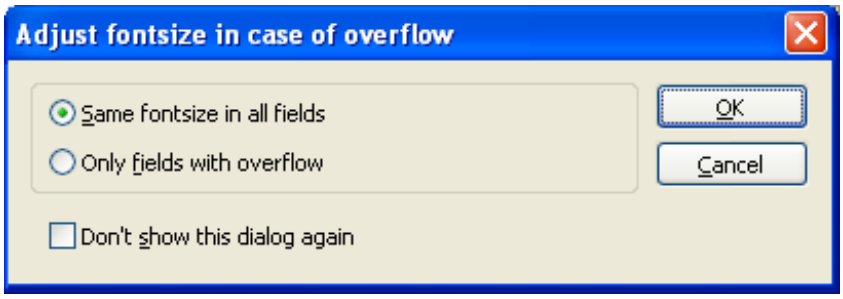
- Click on the relevant radio button to indicate the direction you want to move the element.
- Enter the number of millimeters (inches, µm, cm) you want to move the element.
  The unit of measure displayed depends on the setting in the "Options" dialog.
- Confirm your input by clicking on **OK**.

Format menu

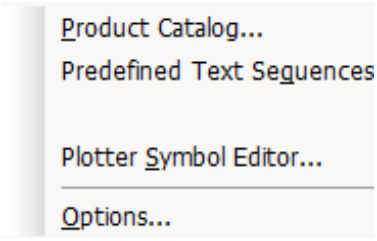


Font
This menu item opens the dialog where you can define the font and font size.

Adjust Font size…
The font size of text fields with overflow can be adjusted automatically.
The optimal font size is determined so there are no longer any overflow fields present.



Tools menu



Product Catalog...
Open the "Product catalog" dialog, e.g. to add a new marker type to the current project.

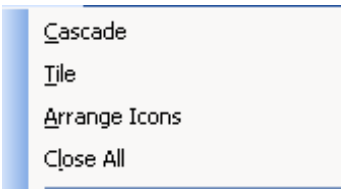
Predefined Text Sequence…
You can use this menu item to define a text sequence which you can then insert by clicking on **Paste > Predefined text sequence…** (see chapter "Defining predefined text sequences").

Predefined text sequences are only possible for text elements.

Plotter Symbol Editor…
This menu item enables you to call the plotter symbol editor (see section "Symbol Explorer/Plotter Symbol Editor").

Options
This menu item opens the "Options" dialog, where you can adjust various personal settings like the unit of measure, the color of gridlines, etc (see chapter "Options dialog“).

Window menu



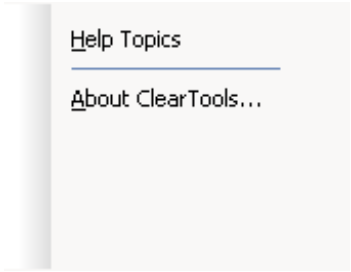
Cascade
Select this menu item to arrange the open marker types and start page so they are overlapping each other.

Tile
Select this menu item to arrange the open marker types and start page so they are on top of each other on the workspace.

Arrange Icons
This menu item minimizes all windows to icon size.

Close All
This menu item closes all marker types. If you have not saved the file, a message box appears.

Help menu



Help Topics
This menu item takes you to online help.

About …
Displays the version number.

The Toolbars

This chapter describes the most important elements of the toolbars.
Many of the standard icons such as saving, formatting, etc. are not described any further.

Standard

The standard toolbar is always visible.

Symbol description

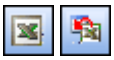
Closing files
Closes the open project. A confirmation prompt concerning the saving might appear.

Toggle Plot Mode
Switches to plot mode.
Any elements not plottable (e.g. barcode, rectangle) are not shown in the plot mode.

Toggle Orientation
Switches the view in the workspace between horizontal and vertical view.

Duplicate
Duplicates the selected elements.

Consecutive numbering
Opens the "Consecutive numbering" dialog (see chapter "Consecutive numbering").



Start/exit Excel editing
The text and barcode field contents can also be edited in Excel (see chapter "Excel editing").

Toggle between the active layers
Toggle between the project and the marker layer.
The toggle can take place automatically (see chapter "Options view").

Showing or hiding the document field selection

When you click on an element (e.g. text, image), the associated elements are marked on the other marker (this does not apply to single fields).

Show example:

Hide example:

Locking elements

Locks the selected product against format changes. Contents (e.g. text) may still be edited (see chapter "Locking elements").

Sort Markers…

Opens the dialogue to sort the markers.

Synchronize content

Synchronizes the elements with saved data source (see chapter "Synchronize").

Layout

You can show or hide the "Layout" toolbar. On the menu bar, select **View > Toolbars > Layout**.

The icons enable you to edit the selected elements as follows:

- arrange them
- align them
- rotate them
- adjust their size.

Format Text

You can show or hide the "Format text" toolbar. On the menu bar, select **View > Toolbars > Format text.**

Symbol description

Select font

Select the font for marked text or text elements.

Select font size

Select the font size for marked text or text elements.

Increase Font size
Increase the font size for marked text or text elements.
Each click on the symbol increases the font size by one.

Decrease Font size
Decrease the font size for marked text or text elements.
Each click on the symbol decreases the font size by one.

Bold
Format the marked text or text elements in bold.

Italic
Format the marked text or text elements in italics.

Underline
Underline the marked text or the content of text elements.

Strikethrough
Strike through the marked text or the content of text elements.

Align left

Center

Align right

Vertical alignment top

Vertical alignment center

Vertical alignment bottom

Set text orientation to 0°

Set text orientation to 90°

Set text orientation to 180°

Set text orientation to 270°

Change text color
Select the text color of marked text or of the content of text elements.

Color coding
The set color coding is applied to the selected text element (see chapter "Color coding").

Borders and Fills

If you cannot see the toolbar, select **View > Toolbars > Format text.**

You can also use the Property Explorer to change the color and fill pattern (see section "Borders and Fills").

Symbol description

Line color
If you now draw a new line, it will appear in the selected color.
To change the color of existing lines, first select the lines and then select the color you want.

Line thickness
If you now draw a new line, it will have the selected thickness.
To change the thickness of existing lines, select them first.

Line type
If you now draw a new line, it will have the selected line type.
To change the type of existing lines, select them first.

Fill color
Change the fill color of selected elements.

Fill pattern
Change the fill pattern of selected elements.

Elements

You can show or hide the "Elements" toolbar. On the menu bar, select View > Toolbars > Elements.

Symbol description

Select
Selection tool to select elements.
Can also be used in combination with the control key and the shift key.

Area selection
(see chapter "Selecting elements").

Text field
Draw a text field on the marker using the mouse.

Rounded Text Field
Drag the mouse to create a rounded text field on the marker.

Create rectangle/square
Draw a rectangle on the marker using the mouse.

Draw line
Draw a line on the marker using the mouse.

Draw circle/ellipse
Draw an ellipse on the marker using the mouse.

Paste image
Draw a frame with the mouse and select an image.
The program supports the image formats BMP, EMF, GIF ICO, JPG, PNG, WMF and TIFF.

Paste barcode
Draw a barcode field on the marker using the mouse.
The program supports the following barcode types:

- Code 39
- Code 128
- Code 2/5 Industrial
- Code 2/5 Interleaved
- EAN13

The Property Explorer enables you to set the barcode type (see section "Contents").

You can set the exact size and position of elements in the "Property" explorer.

See chapter "Commonly used functions" for further instructions on how to Paste elements.

Docking bars view

You can show or hide the "Docking bars view" toolbar. On the menu bar, select **View > Toolbars > Docking bars view.**

Symbol description

Showing or hiding the Project Explorer
See chapter "Project Explorer".

Showing or hiding layers
See chapter "Layers".

Showing or hiding properties
See chapter "Property Explorer".

Showing or hiding the character map
See chapter "Inserting special characters".

Showing or hiding symbols
See chapter "Inserting symbols"

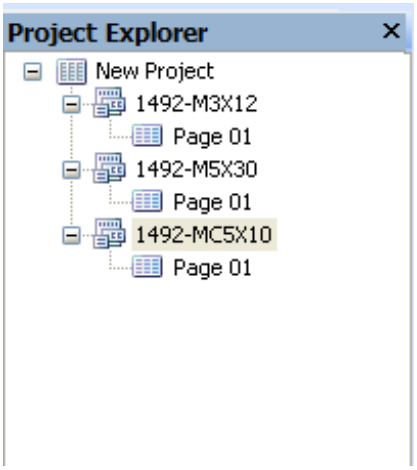
Showing or hiding the data grid
See chapter "Data Grid Explorer".

Project Explorer

- To show or hide, select **View** > **Project** on the menu bar.

If you have opened a project, it appears in the Project Explorer, with its subprojects. The individual marker types are displayed for each subproject and the associated pages appear under the marker types.

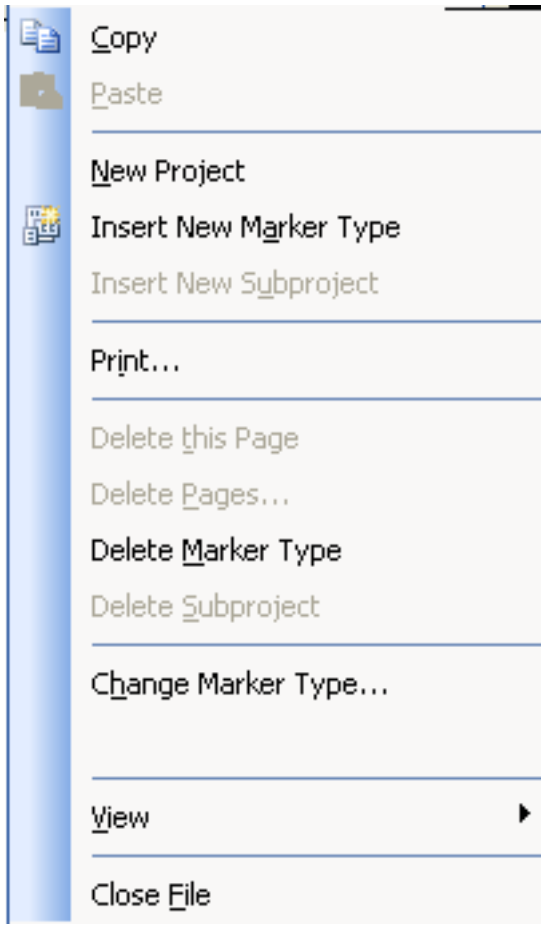
To see the details or to get a better overview, you can expand or reduce the lower-level hierarchical structures in the Project Explorer by clicking on the "+" and "-" icons:



If you press **x** on the keypad of your keyboard, you can open all the sublevels of a hierarchical level at once.

Shortcut menu

Click on an object in the Project Explorer, then click the right mouse button.
This opens the shortcut menu.
The shortcut menu contains functions that are relevant to the particular object. In other words, only the functions in dark type are available.



Copy
You can use this context menu item to copy a selected marker type or subproject.

Paste
Select the project or subproject to which you want to paste the copied marker type or subproject.

New Project
This context menu item enables you to create a new project.

Paste New Marker Type
You can use this context menu item to add a new marker type. The new marker type will then appear in the Project Explorer.

Paste New Subproject
You can use this context menu item to paste a subproject below the current project or subproject.

Print
This menu item displays the dialogue window for printing marker types.

Delete this Page
Mark the page you wish to delete.

Delete page
A selection dialogue enables you to select the pages to be deleted.

Delete Marker type
This shortcut menu item deletes the currently selected marker type. The deleted marker type no longer appears in the Project Explorer.

Delete Subproject
This item removes the currently selected subproject. The deleted subproject no longer appears in the Project Explorer.

Change Marker Type...
This menu item enables you to change the marker type.

View
Here, you can switch between different views (see section “Menu view”).

Closing files
The current project is closed. If you have not saved it yet, a message box appears.

Property Explorer

The Property Explorer displays the properties of a text field, an image or a barcode.

- To show or hide the layers, select **View** > **Properties** on the menu bar.

The view of the Property Explorer can be selected on the icon buttons.

Show properties sorted by categories.

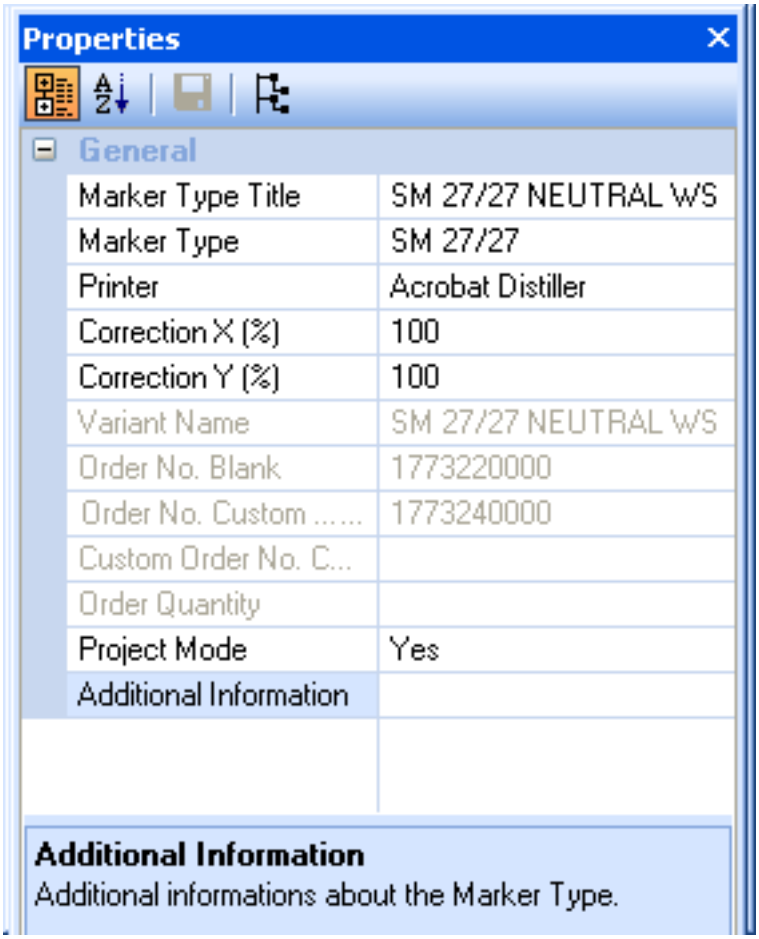
Show properties sorted alphabetically.

The set properties are saved as a default for the selected object.
The properties of "locked" fields cannot be set as a default. Please unlock them first (see section "Behavior").

This displays all layers and the elements in the layers in a tree structure.

Marker Properties

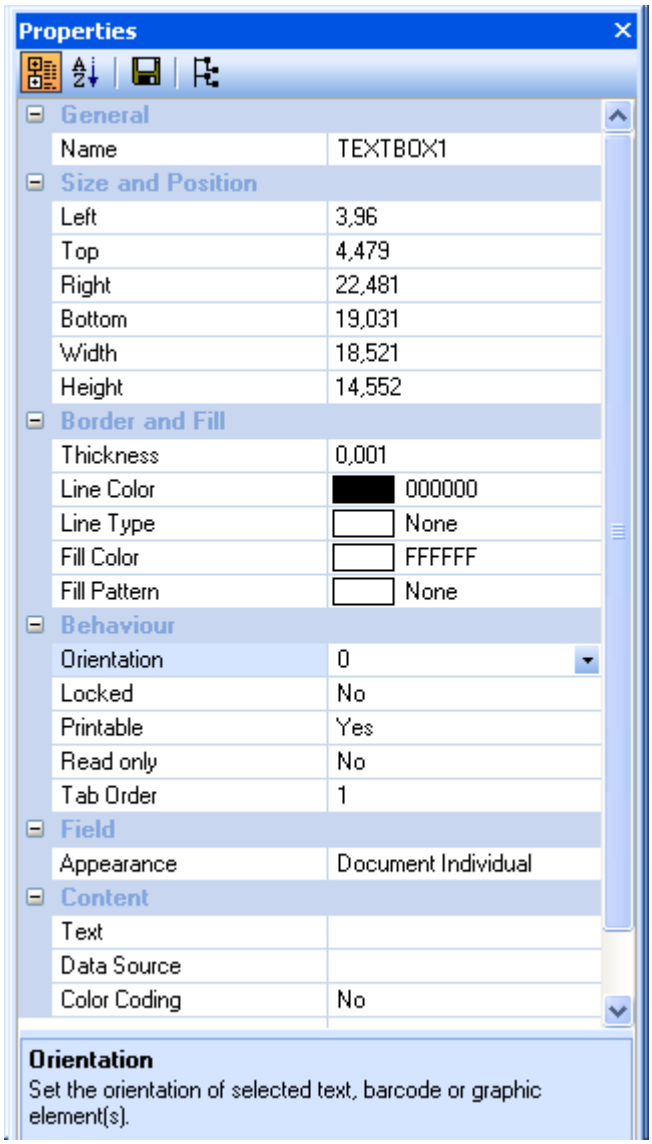
If you click on the marker name in the Project Explorer, the marker properties are displayed.



Maker type title	- Title of marker type - You can change the name.
Marker type	The selected marker type. If you selected another marker, the program tries to paste the contents of the other marker (see "Edit Menu").
Printer	The printer allocated to the marker type (see "Print").
Correction	The locked printer corrections.
Project mode	Display showing if the project mode was selected or not.(see chapter "Options Dialog").

Showing Properties

- To view the Property Explorer, select **View > Properties**.
- Click on the element with the properties you want to change.



The Property Explorer shows different properties, depending on the selected element.

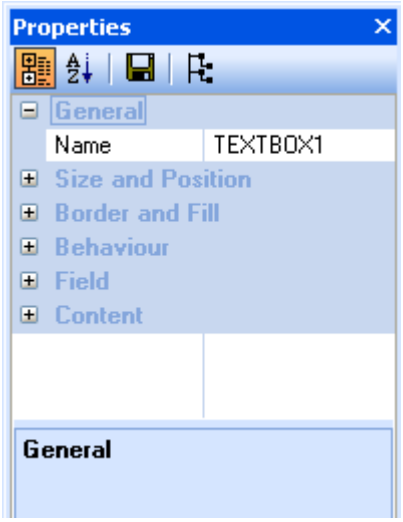
Locked (grayed-out) properties are either not available or locked for the selected element. To unlock them, set the property "Locked" on "No" (see section "Important Properties").

Adjusting Properties

The Property Explorer is subdivided into the following categories, which are described in more detail below.

- General
- Size and Position
- Border and Fill
- Behavior
- Field
- Content

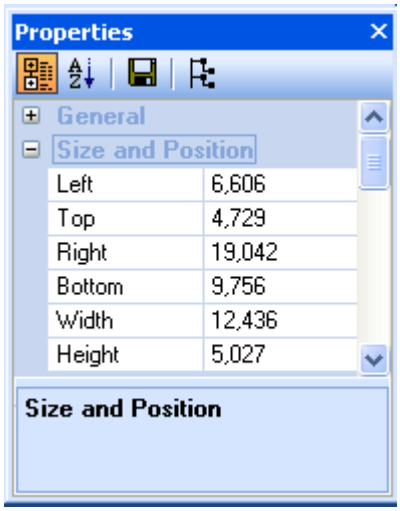
General



Name - Designation of the marked element.
- You can change the name.
- This name is also used for assigning columns when data is imported (see chapter "Import - Field mappings").
- This name also appears as a column heading in the data grid.

The name must not contain special or blank characters!

Size and Position

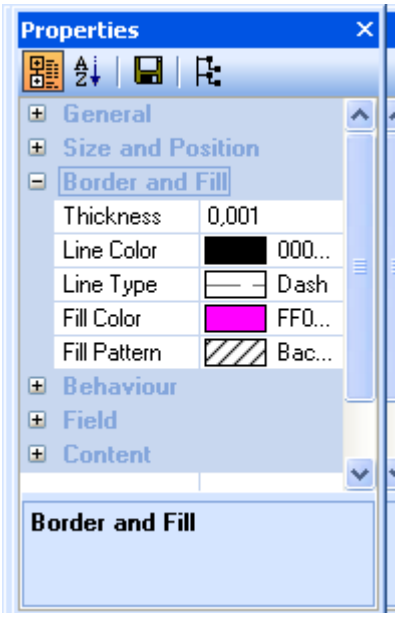


You can use this category to specify the size and position of the element.

- Distances are measured from the origin, which is located in the top left corner of the Marker Card
- The unit of the measures is set in the options dialogue (see chapter "Options").

The "Moving elements" section describes alternative methods for moving an element.

Border and Fill

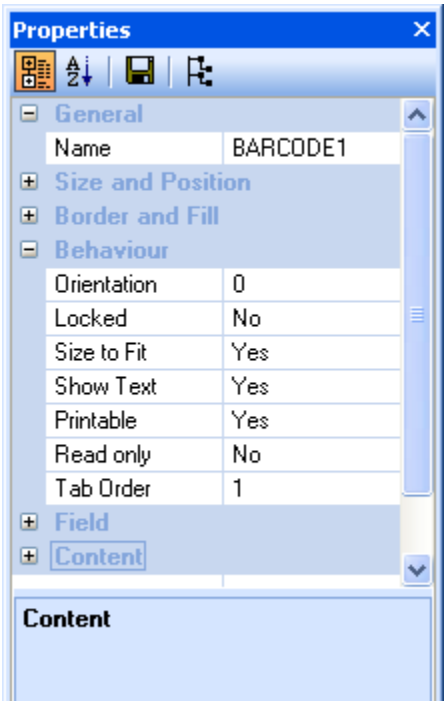


You can use this category to specify the line thickness, color, pattern and line type of the selected object. A color value can be entered directly for the color settings.

The color value is created as follows: RRGGBB (red, green, blue)
Use hexadecimal values.

Example: FF0000 is red

Behavior

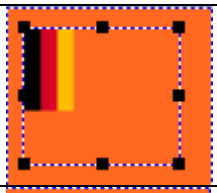
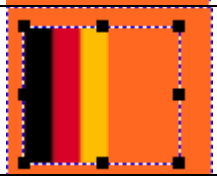


Orientation	- Element orientation in steps of 90°. - only for text field, image and barcode - document-individual property
Locked	- Element lock - Locked elements cannot be modified. - Exception: The contents of text fields can still be modified. - The properties of locked elements cannot be set as default.
Adjust size	- The content is adjusted to the size of the barcode or image field or displayed in original size - see example - only for image and barcode
Show text	- Shows or hides the plain text of a barcode field - only for barcode
Printable	- The element is or is not printed with the project.
Read only	- The content is locked so that it cannot be modified. - only for text field, image and barcode

Tab order	- Order by which the field is selected with the tab/enter key. - Values from 1 to x are admitted - Fields with the same tab order are selected in the order of their creation.

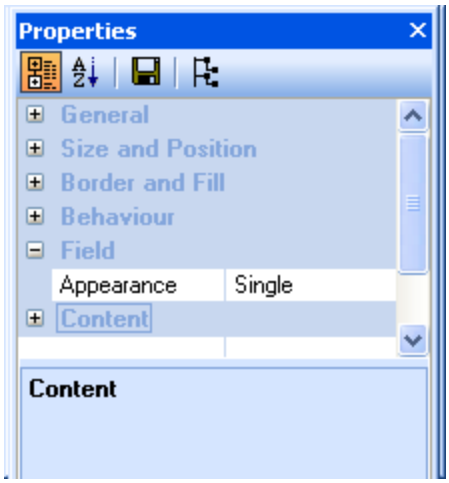
Example:

Barcode		
Adjust size: Yes		The barcode field is compressed horizontally. The numbers thus close ranks.
Adjust size: No		The original distance between the numbers remains, but not all contents are shown.

Image		
Adjust size: Without		The original size is shown.
Adjust size: Proportionally		The image is adjusted to the dimensions of the image field and may be distorted.
Adjust size: Rectangle		The image is adjusted to the dimensions of the image field. The proportions remain the same.

Field

You can use the "Field" category to specify the type of the field.

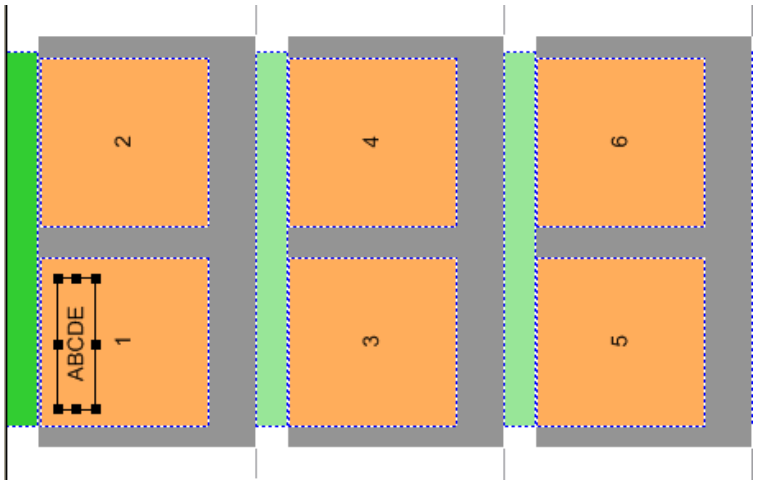


You can choose from these field types:

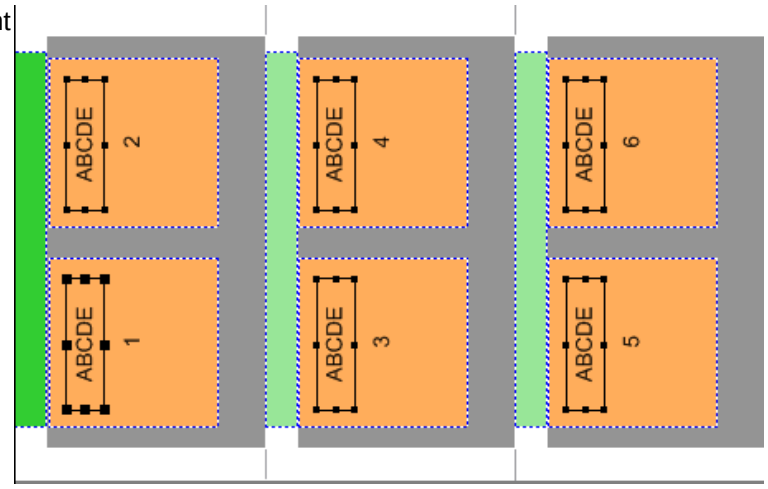
Single field	- A single field has **no association** with any other field. - Single fields each have their own separate formatting and content. - If you make changes to a single field, the changes only apply to that particular field. - The opposite of a single field is a document field.
Identical document field	- Exists on **every** marker area. - Has **identical** text contents and position and formatting properties on every marker area.
Individual document field	- Exists on **every** marker area. - Is a field with **identical** position and formatting properties on every marker area. - But it may have **individual** (different) texts/text formats on every marker area.

Example:

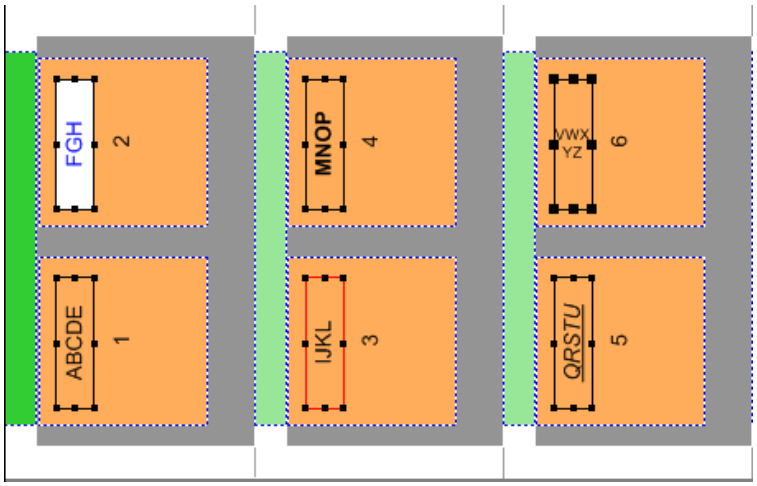
Single field



Identical document field

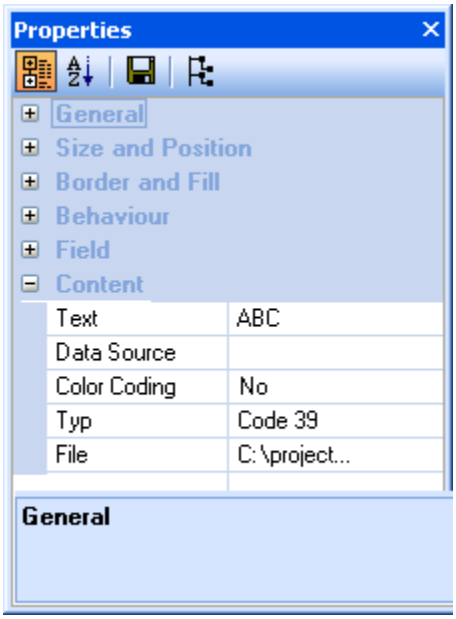


Individual document field



Content

The contents of single elements.

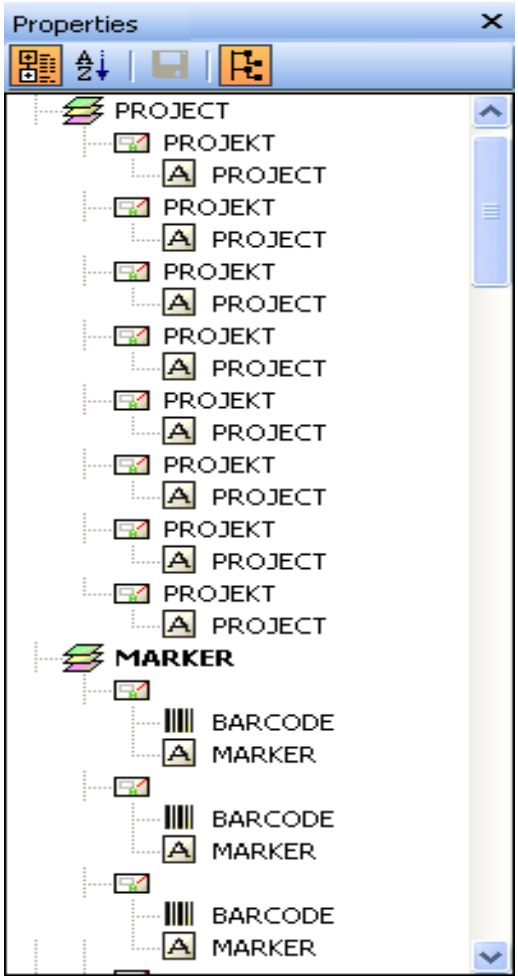


Text preview	- The text content of the element. - Only for text field and barcode
Data source	- The name of the element that is used as data source for synchronization (see chapter "Synchronize content"). - Only for text field and barcode
Color coding	- The saved color coding is applied to numbers entered (see "Color coding"). - Only for text field.
Type	- For images: the way the image is pasted. - *Path*: the image is pasted in an image file to serve as a reference - *Integrated:* the image is integrated into the project - For barcodes: the selected barcode type (Code 39, Code 128, Code 2/5 Industrial, Code 2/5 Interleaved, EAN13) - Only for image and barcode.
File	- If an image of the "path" type is pasted, the image is selected in "File". - Only for image.
Anchor Angle	- Specifies the angle at which the text starts. 0 corresponds to the upper start position (12 o'clock). - For rounded text fields only.

Selecting elements

Click on this symbol in the "Property Explorer" to specifically select elements.

This displays all layers and the elements in the layers in a tree structure.



Example:
The figure above shows Page 01 with the project layer and eight project areas. You can also see the marker layer with one marker area containing a barcode and a text field.

Clicking on the barcode, for example, activates it in the marker area on the workspace, ready for editing.

This selection method is useful for elements in layers.

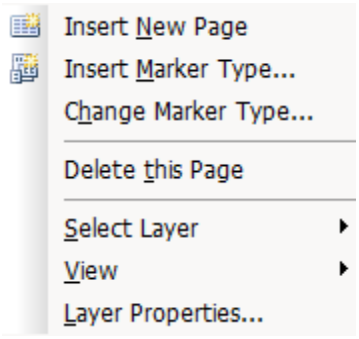
Workspace

The workspace shows the start page as a default when the application is started (Menu **View** > **Show start page**).

When you open a project/marker type, it is displayed in the workspace.

Shortcut menu in the workspace

Right-click inside the workspace.
This shortcut menu appears:



Insert New Page
A new page is added to the active marker type in the workspace.

Insert Marker type
You can use this context menu item to add a new marker. The product catalog is shown, and you can select a marker type or a template to be pasted from it.

Change Marker Type…
A selection from the product catalog enables you to change the displayed marker type. The contents are pasted (if possible).

Delete this Page
Mark the page you wish to delete.

Select Layer
Switch to another layer (e.g. marker layer, project layer).

View
Here, you can switch between different views in the docking bars view (see section "View menu").

Layer Properties
This context menu item enables you to set the layer properties (e.g. color, lock).

The layers

The pages of a marker type are organized into the following layers:

- Locked layer
- Free layer
- Marker layer
- Project layer
- Background layer

In principle, a page consists of either four or five layers. A Marker Cardpage has all five layers. All other marker types have all the layers except the project layer.

Background layer
The purpose of the background layer is to provide visual support for the user. You can change the color of the background layer and add elements to it (text and images). The entire area of this layer can be used. The background layer is always the bottom layer, is not printed by default and is locked. It is a default layer and cannot be removed.

Project layer
You can add text or images to the project layer, using the surface area defined for it in the layout. The project layer is always the second layer. It is printed by default and is not locked. It cannot be removed.
Marker layer
The marker layer is the third layer. This is where the actual data is added to the Marker Cards. You can arrange any number of text fields, shapes (lines, rectangles, etc.) images and barcodes, using the surface area defined for it in the layout. The marker layer is printed by default. It cannot be removed.

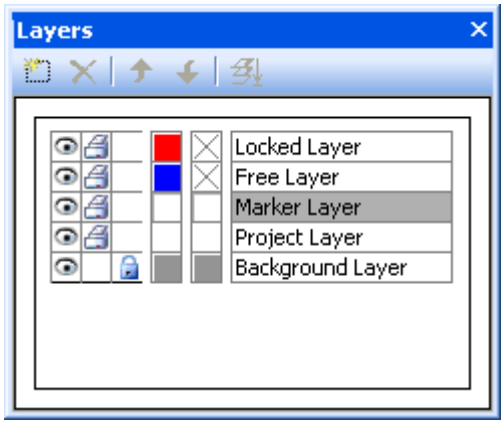
Free layer
The free layer covers the entire surface area of the page. You can arrange text and images anywhere on the layer. The free layer is always under the locked layer. Unlike the other layers, it can be duplicated, and any added free layers can be removed. They can also be moved under each other. In addition, all free layers can be combined into a single free layer. There must always be at least one free layer. It cannot be removed. Free layers may be printed.

Locked layer
You can arrange elements (rectangles, lines, ellipses) on the locked layer, covering the content of the other layers so they cannot be seen or printed. This layer is always the top layer. It cannot be removed.
For example, you could use the locked layer to create a circle at the position of a bore hole or an LED, to make sure no data is added to the area.

Layer Explorer

This dialog shows all layers of a marker type (see chapter "Editing layers").

- To show or hide the layers, select **View** > **Layers** on the menu bar.



The Layer Explorer has the following toolbar:

You can **only** use the icon buttons on the free layers.

Click on this icon to add a new free layer.

Click on this icon to delete the selected free layer.

Click on this icon to move the selected free layer up one layer.

Click on this icon to move the selected free layer down one layer.

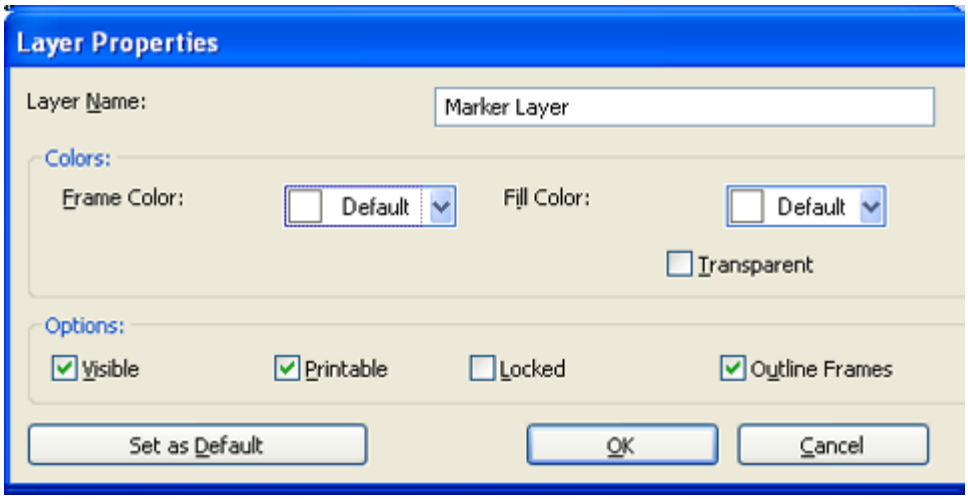
Click on this icon to reduce all free layers to a single layer. You cannot undo this action.

- Click on the layer you want to change, then click on the relevant icon.

The Layer Properties

You can use the "Layer Properties" dialog to change the settings of the layers.

To open the "Layer Properties" dialog, double-click on the name of the layer in the Layer Explorer:



You can use the dialog to change the name, frame color and fill color of the selected layer.

You can also specify whether you want the layer to be visible or not, and whether you want to print it or not. The dialog also has an option to lock the layer.

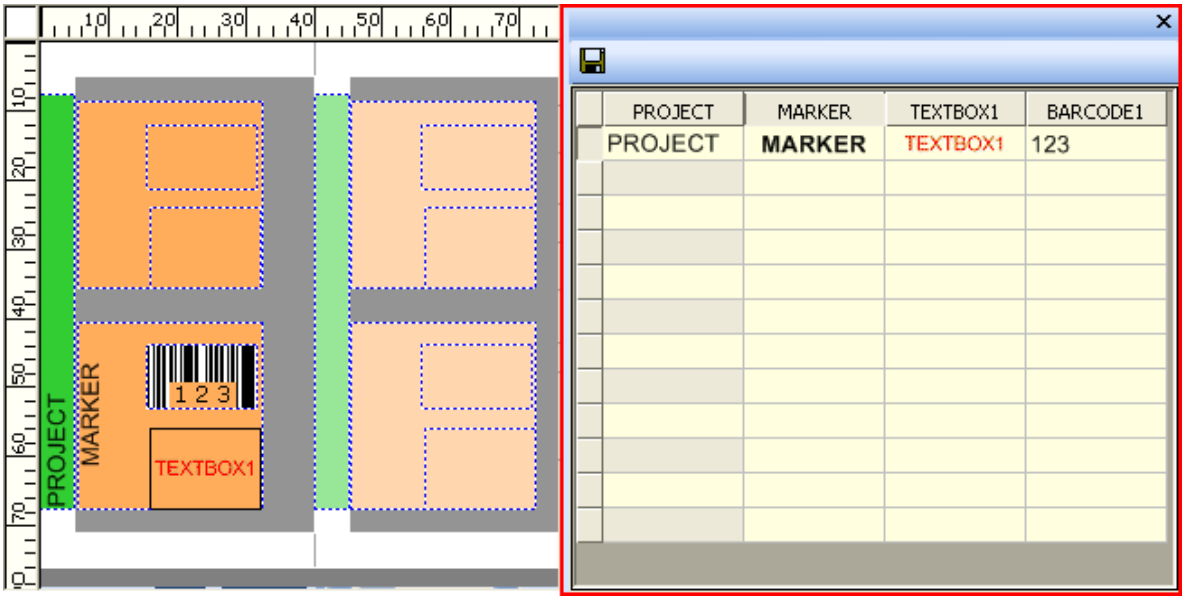
After changing the settings, confirm by clicking on OK.

If you click on the **Set as Default** button, you can save your settings and use them as the default settings the next time you open a new marker type.

Data Grid Explorer

To show or hide the layers, select **View** > **Data Grid** on the menu bar.

The data grid shows the contents of text and barcode fields and allows the editing of the contents (paste, edit, copy/paste).



Setting the width of the data grid

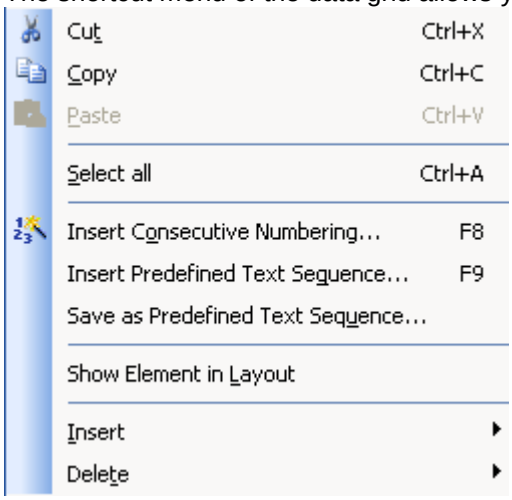
You have several options to set the width of the data grid:

Sets the current width of the data grid as a default for:
- the current marker type

Save Project	When a project file is saved, the respective table widths of the open marker types are saved in it. When the project file is opened, these table widths are available again.

Shortcut menu of the data grid

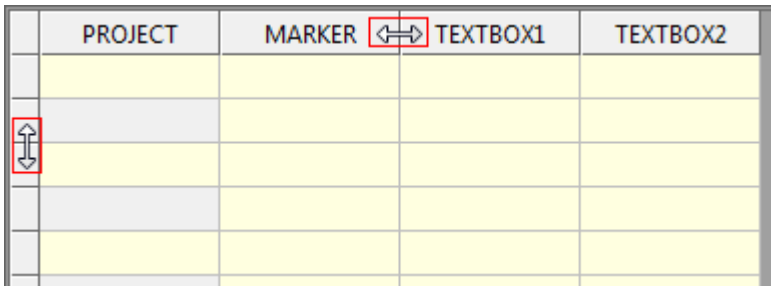
The shortcut menu of the data grid allows you to call up different general program functionalities.



To show and mark a field of the data grid in the workspace, right-click into the field and select **Show element in layout** in the shortcut menu.

Line height and column width of the data grid

The line height and column widths can be fitted to the optimal width or height of the table content.
To do this, select the lines or columns in question and double-click on the gap of the column or line header to set the optimum value.



After an update of the data grid, the settings are reset.
When large volumes of data area involved (many lines), it may take a while to create the optimum width.

Getting started

Introduction

This section is for users with a sound knowledge of Windows.

The following step-by-step explanation shows the main things you need to do to effortlessly add data to marker types.

Step 1: Starting the program

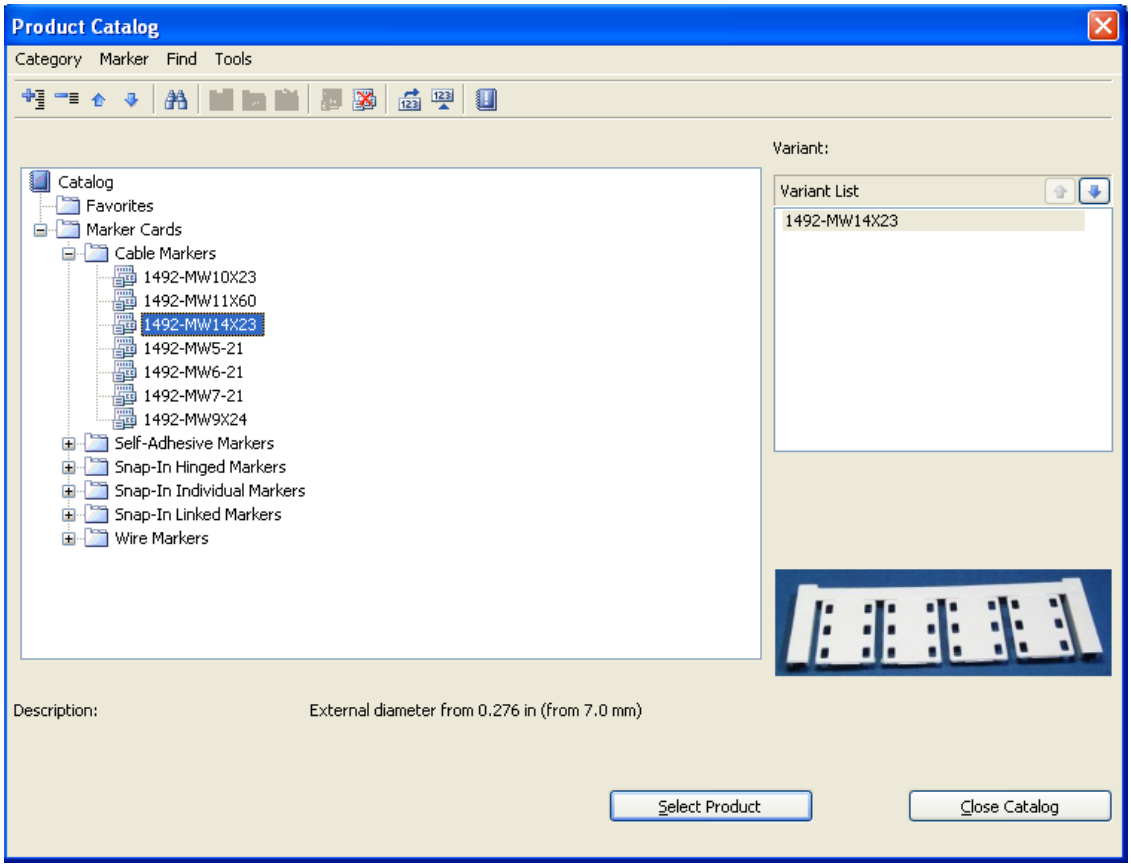
- Double-click on the program icon on the desktop.

or

- Call up the program via Start – Programs – Rockwell Automation- Clear Tools.

Step 2: Select the marker type

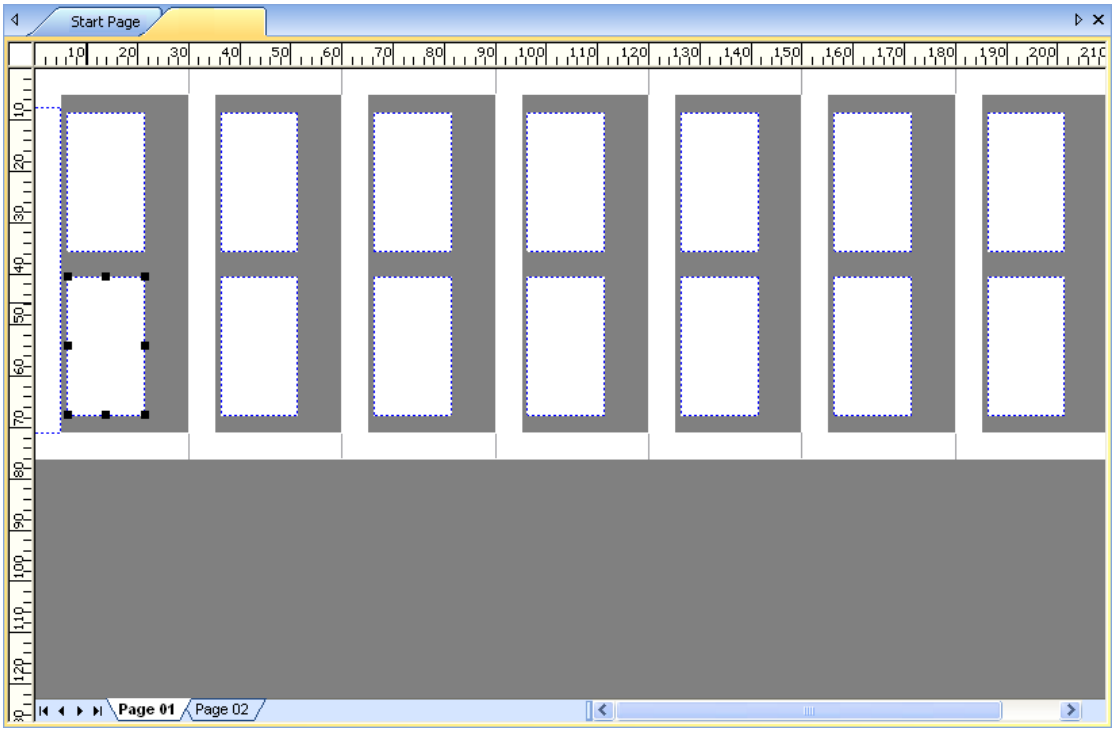
After starting the application, you will see the "Product Catalog" dialog:



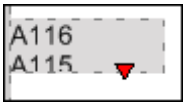
- In the left pane under "Catalog", click on the marker type you want to use. In the right pane, select the variant by clicking on it, then click on the **Select product** button. The marker type is opened.

Step 3: Add data to the marker

- Click with the left mouse button to select the marker you want to add text to.



- To move to the next marker, press the **Enter** key or click on the marker you want to move to.



If you can see a red triangle in a text field after adding text, there is too much text in the field. Not all of the text is displayed or printed. You will need to shorten the text or have it automatically adjusted by the program (see chapter "Adjust font size").

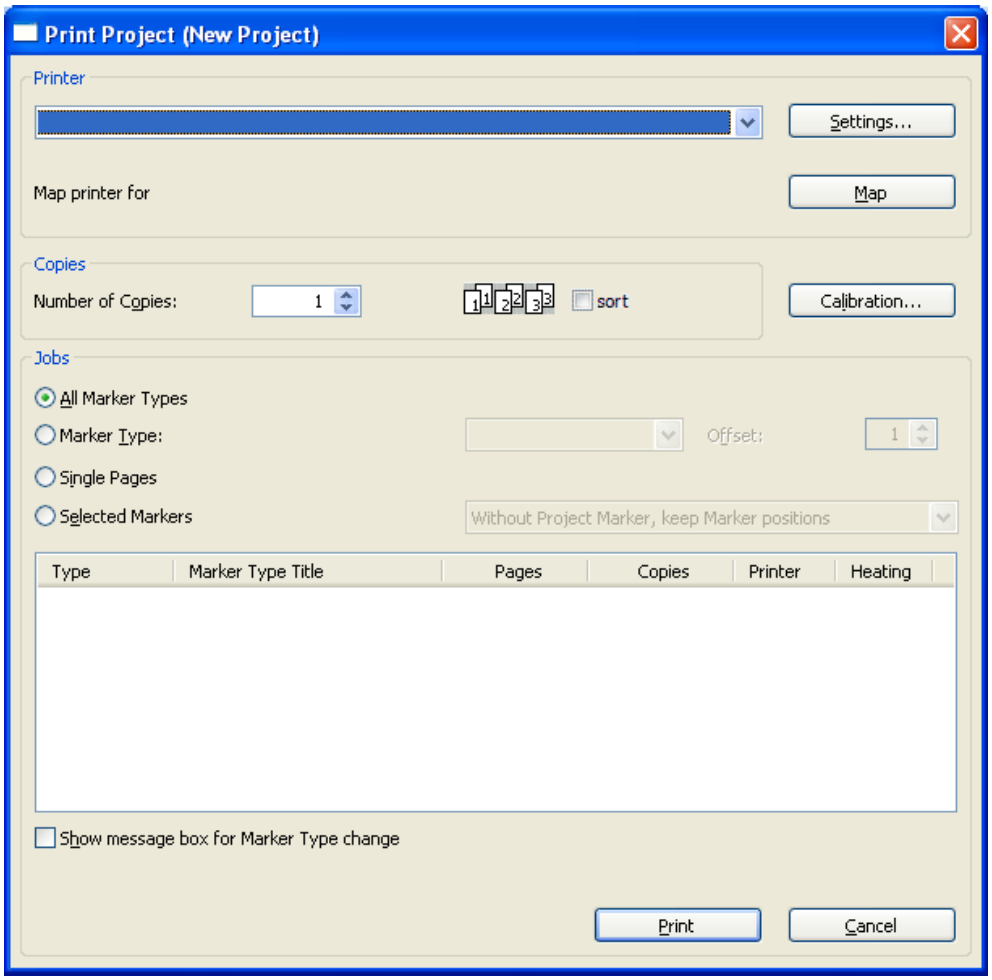
Step 4: Save the file

When you have entered all the text, you can save the file as follows:

- On the menu bar, select **File** > **Save.**
- In the next dialog, enter the file name and click on the **Save** button.

Step 5: Print the marker type

- On the menu bar, select **File** > **Print...**.
- Select a printer from the printer list and click on **Map**.
  In the next dialog, select the printer type (printer/plotter).
- Select a marker type from the list and click on the **Print** button (also see the "Printing" chapter).



If no printer has been mapped to any or all of the marker types to be printed, pressing the **Print** button sends the data to the default printer.

If the printout is not positioned properly, you must calibrate the printer (see the "Adjusting the printer to the marker type" section).

Step 6: Close the file

- On the menu bar, select **File** > **Close.**

Managing projects

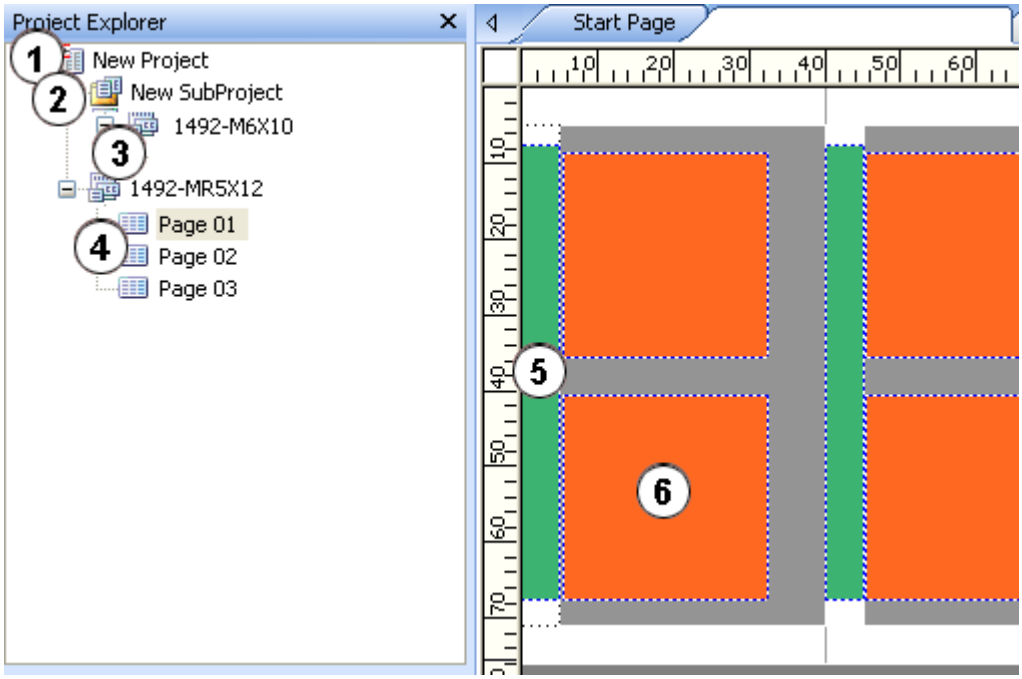
Project structure

A project (1) can be made up of a number of subprojects (2).
These subprojects can contain any number of Marker Cards.
A marker type can consist of several pages (4) and can include a range of elements, such as text, barcodes, images and shapes like lines, rectangles, etc. All images and barcodes are stored in dedicated folders.

Depending on its type, a Marker Card consists of a defined number of marker areas (6) and project areas (5), arranged in horizontal and vertical fields.

The marker areas are the areas actually containing the labeling information. They are on the marker layer.
The project areas are used to assign the marker to a particular project. They are on the project layer.

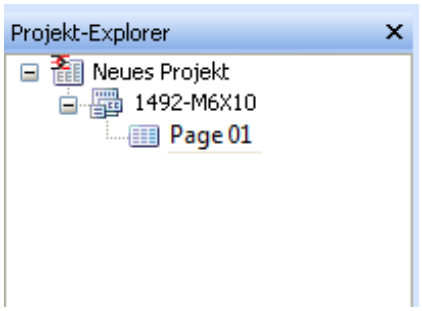
A project can have more than one marker type (3)



The currently open file or the most recently opened file appears at the top of the list under the **Open** option on the start page.

Changing the project name

When you open a new marker type, a new project category is created automatically, with the default name "New Project".
If the Project Explorer does not appear, see "General Operation".

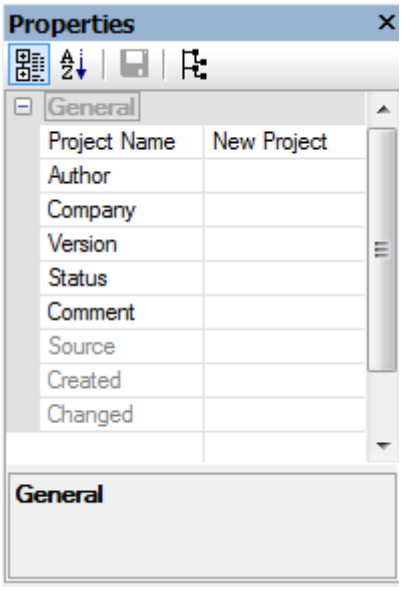


Follow these steps if you want to use a different name:

- Click on the "New Project" category.

Click on this icon on the toolbar.
If the toolbar "Properties" does not appear, see "General Operation".

The "Property Explorer" appears.



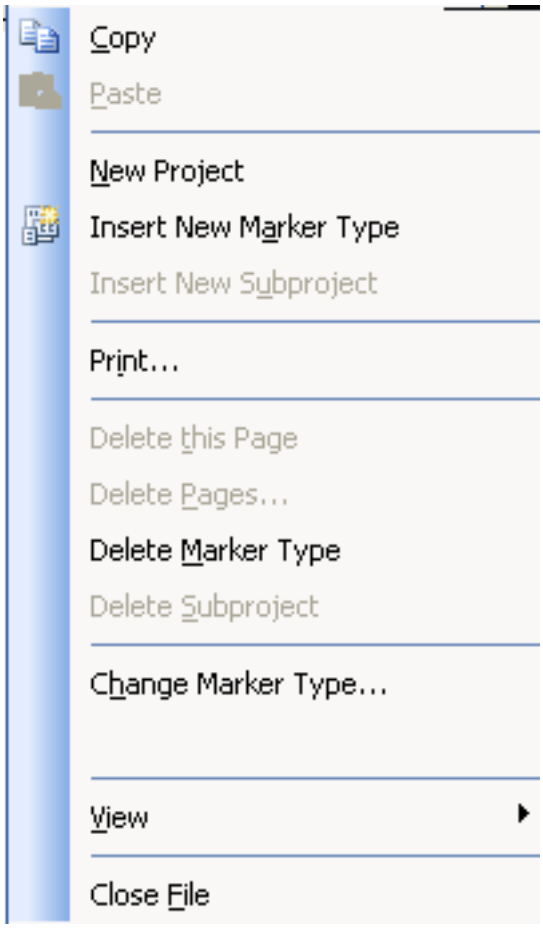
- Click inside the "New Project" field and overwrite the entry with the project name you want to use.

Adding a marker type to a project

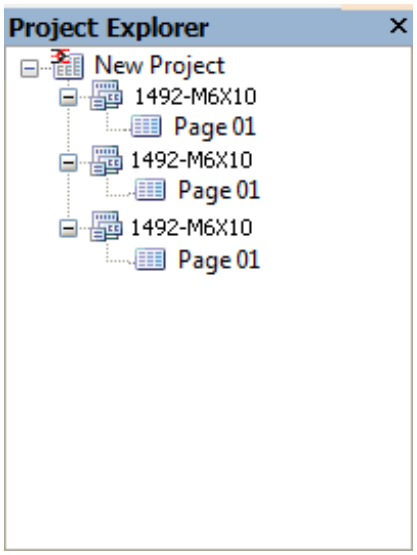
You can assign additional marker types to a project.

- Right-click inside the Project Explorer.

The following shortcut menu appears:



- Select **Add New Marker Type** on the shortcut menu. Follow the steps as instructed, and the marker type is pasted in the Project Explorer.
-


Project Explorer
New Project
1492-M6X10
Page 01
1492-M6X10
Page 01
1492-M6X10
Page 01

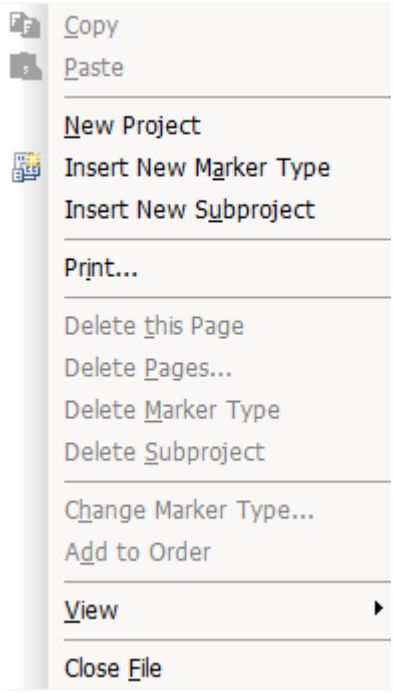
Adding a subproject

To make it easier for you to manage the marker types in a project, you can organize them in subprojects.

Follow these steps to add a subproject:

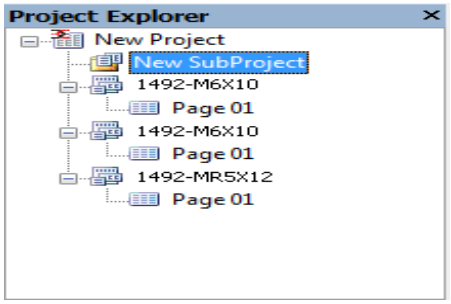
- Click on the main project at the top of the hierarchy, then right-click on it.

The following shortcut menu appears:



- Select **Insert New Subproject** on the shortcut menu.

The subproject is placed in the hierarchy below the main project.



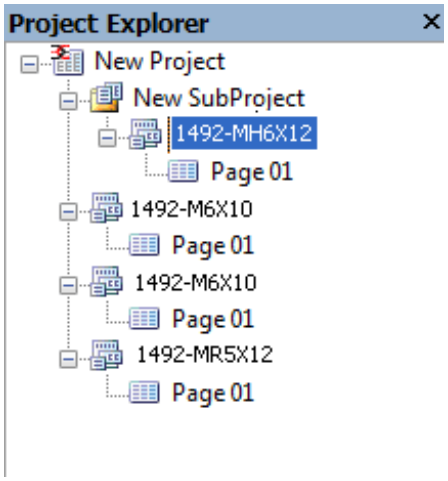
Adding a marker type to the subproject

- Click on the subproject and use the shortcut menu to add a new marker type (see also "Adding a marker type to a project").

Follow these steps if you want to add an existing marker type to the subproject:

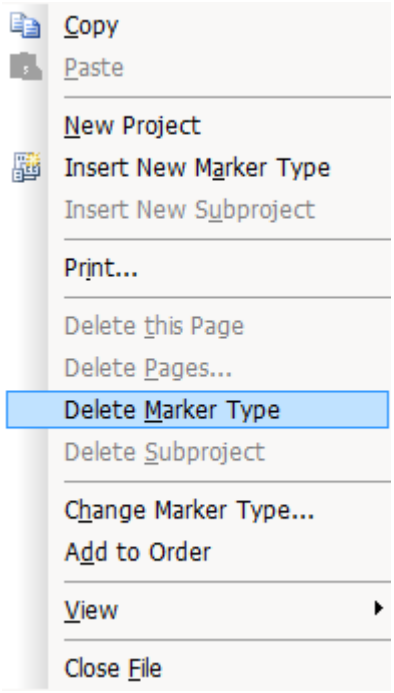
- Left-click on the marker type you want to move and hold down the mouse button.
- Keeping the mouse button pressed, drag the marker type to the subproject.

The marker type now appears in the hierarchy under the subproject.



Removing a marker type

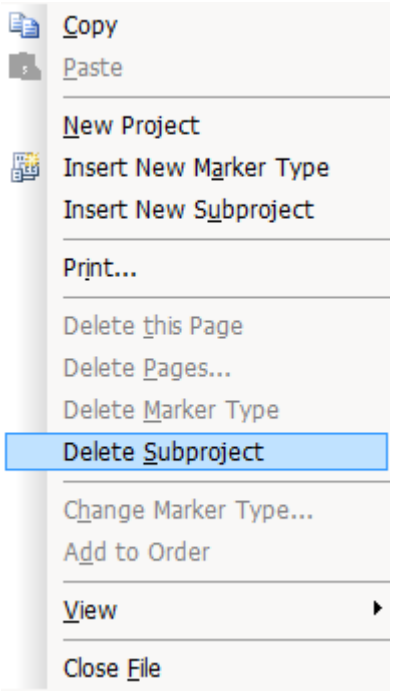
- Click on the marker type you want to remove, then click the right mouse button.



- Select **Delete Marker Type** on the shortcut menu.

Removing a subproject

- Click on the subproject you want to remove, then click the right mouse button.

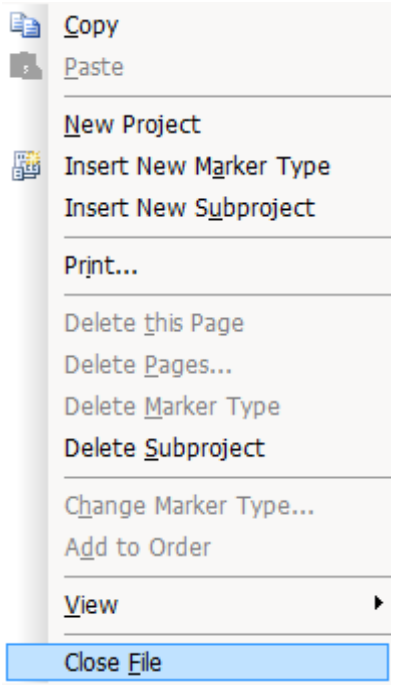


- Select "Delete Subproject" on the shortcut menu.

The subproject is removed along with all its associated marker types.

Closing the project

- Right-click inside the Project Explorer.



- Select "Close File" on the shortcut menu.

If the file has not been saved, a message box appears asking whether you want to save the file or not.

Product Catalog

Introduction

The product catalog contains all the products, with variants, that are available for you to use in the application.

The "Product Catalog" dialog opens automatically when you start the program: You can

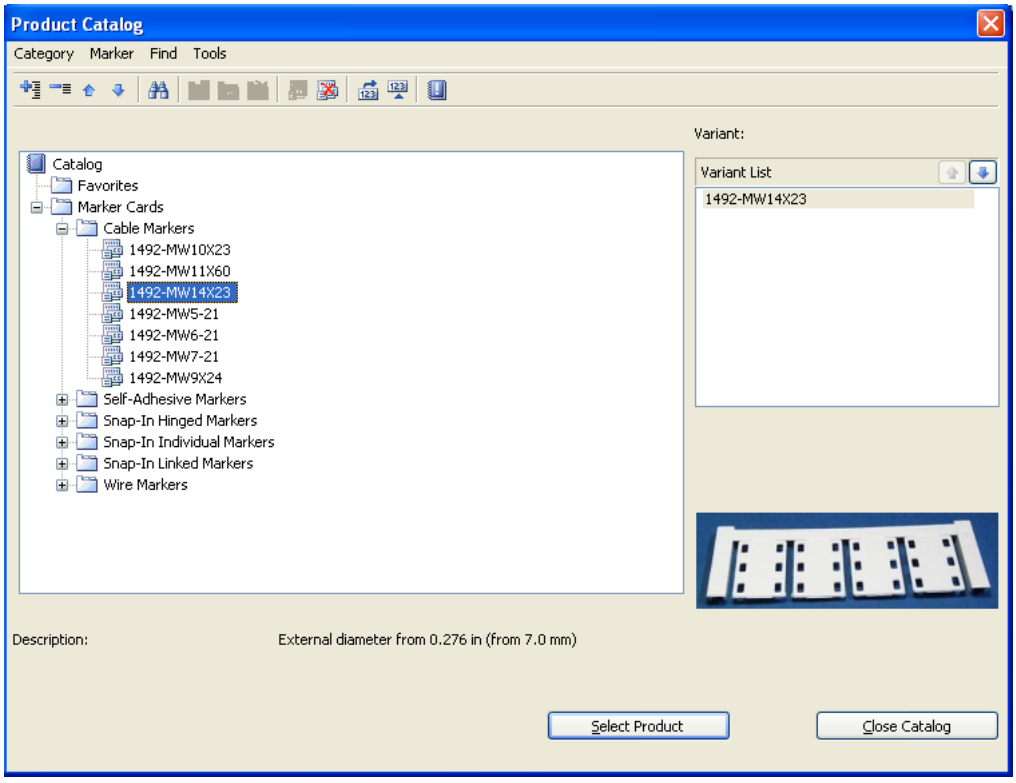
- select a marker type
- open the project edited lately.
- open a particular project.

The "Product Catalog" dialog can also be used to organize products.
For example, you can keep products in a special product category if you use them regularly. To do this, you create a new category, then add the relevant products to it.

This section describes how you can work with the catalog, how to find a product and how to remove products and categories.

Opening the "Product Catalog" dialog

- Open the product catalog by clicking on **Tools** > **Product Catalog.**



Provided the relevant information has been defined, the bottom left part of the dialog contains a description of the selected variant and the material number. The bottom right part of the dialog shows a photograph of the selected variant.

You can double-click on the photograph to open a new window with a magnified view of the product.

If you click on **Product Website**, a product data sheet appears via the Internet. The link only appears if there is a data sheet for the product.

This dialog includes the following buttons:

Open Last Project	Click on this button to open the last project you worked on. This button is only available after the program start.
Open Project...	Open an existing project (see chapter "Managing projects"). This button is only available after the program start.
Select Product	This button enables you to select a particular product.
Close Catalog	Closing the product catalog.

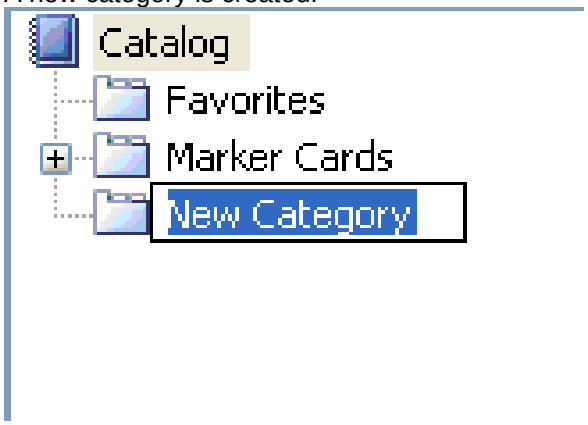
Creating a new product category

You can create your own personal product category, where you can store all the markers you use regularly. Follow these steps:

- Open the product catalog (**Tools** > **Product Catalog).**
- To add a new category, click on the top level ("Catalog").

  To add a subcategory , click on the corresponding category and the subcategory will be added under it.
- Select **Category** > **New**.

A new category is created.



- Enter a name for the new category.

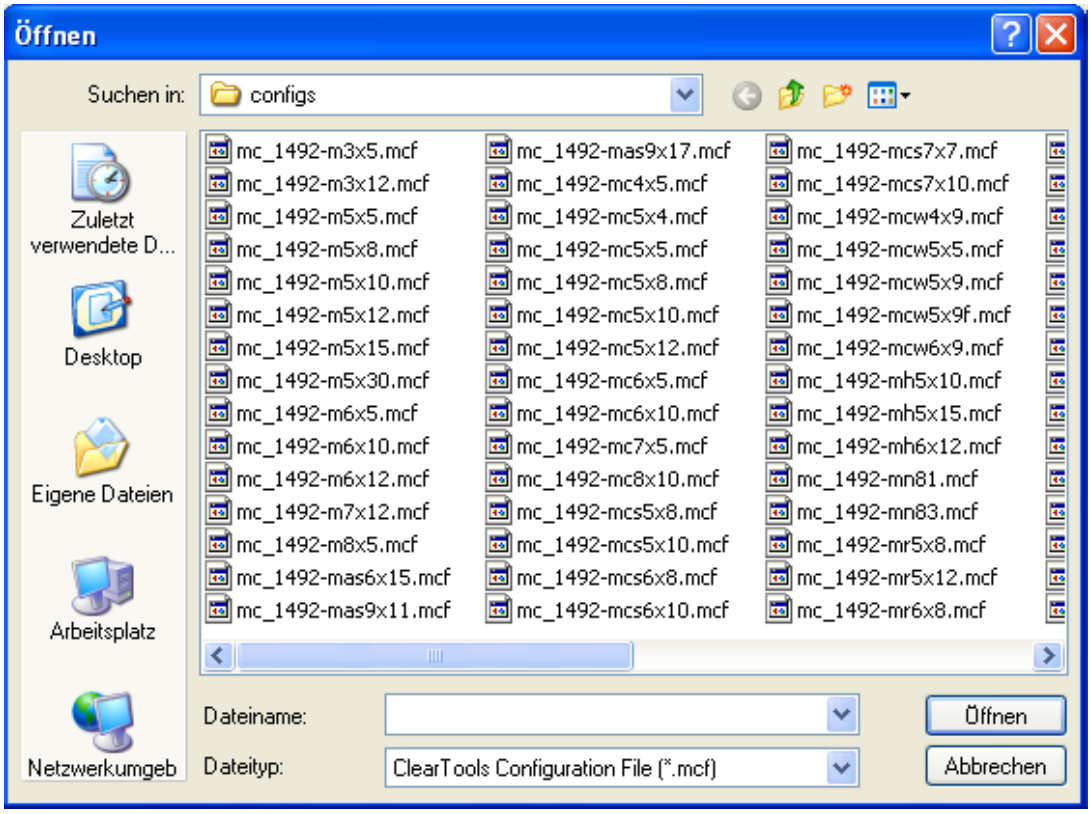
You can now assign the required products to the category (see section "Adding a product").

Adding a product

- Open the product catalog by clicking on **Tools** > Product Catalog.

- Click on the category to which you want to add a product.
- Select **Marker** > **Add**.

The following dialog appears:



The dialog contains all the products that are available for you to use in the application and that have been saved in a dedicated folder.

- Select the product you want to add and click on the **Open** button.
  The selected product is added to the category.
- Exit the product catalog by clicking on the **Close Catalog** button.

The catalog is saved automatically.

Removing a product

- Select the product you want to remove by clicking on it.
- In the menu bar of the “Product catalogue” window, click on **Marker type** >**Remove**.
- The product is removed from the catalog after a confirmation prompt.

The product has ONLY been removed from the catalog.
It is not deleted from the application folder and can be re-added at any time.

Removing all products from a category

- Click on the category from which you want to remove all products.
- Select Category > Empty.
- The category is emptied after a confirmation prompt.

The products have ONLY been removed from this category.
They are not deleted from the application folder and can be re-added at any time.

Removing a product category

- Click on the category and select **Category** > **Remove**.
- The category is removed after a confirmation prompt.

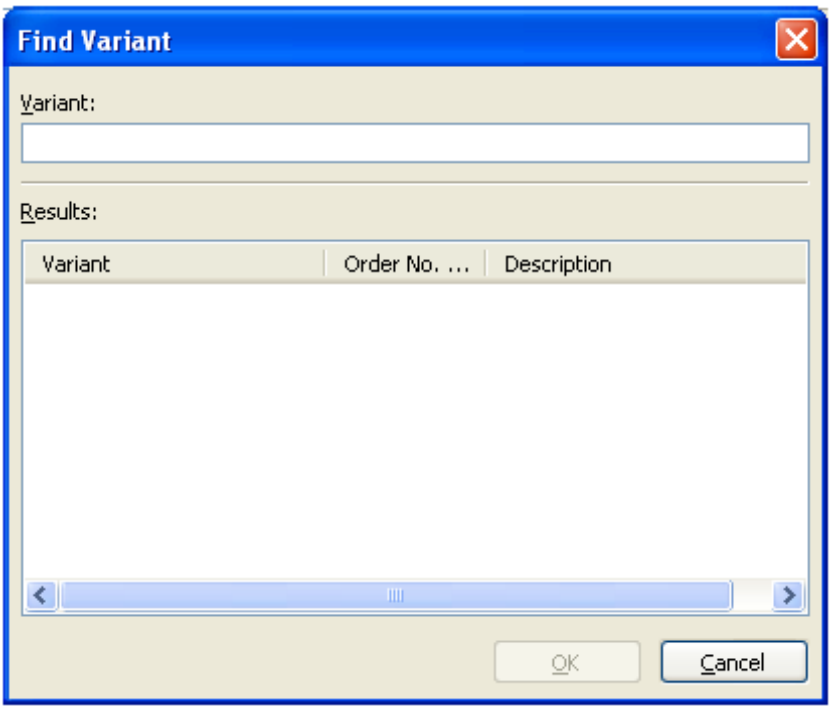
Finding a product

You can use the product search function if you want to select a new marker type without knowing the exact name or material number.

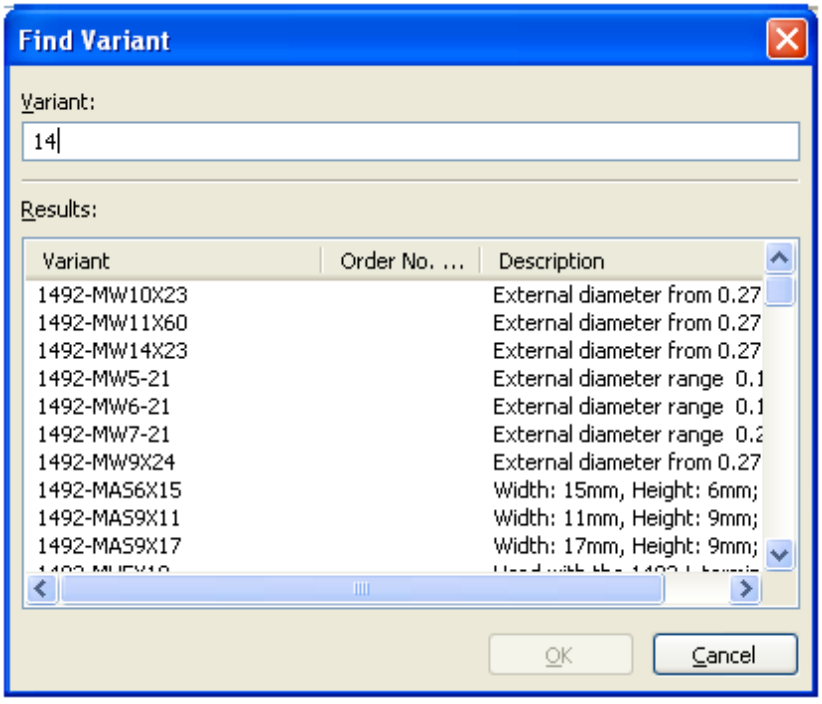
You cannot use the search function to add a product to the catalog (see "Adding a product").

- Open the product catalog by clicking on **Tools** > Product Catalog.
- Select **Find**.

The "Find Variant" dialog appears:



- Enter the product name in the "Variant" field or the relevant product number in the "Material No." field.
  As soon as you enter the first character, all products starting with that character are displayed.



- Click on the product you are looking for to select it, then confirm your choice with **OK**.

Renaming a product

To give the products in the catalog another name (e.g. a company-internal name), you can rename the title and/or the variant name of a product.

The changed variant names are, for example, displayed:
- In the properties (see chapter "Properties - General").
- in the printing dialog (see chapter "Calling up the printing menu").

Follow these steps to rename a variant:

- Open the product catalog by clicking on **Tools** > Product Catalog.
- Select the marker type.
- Highlight the title or the variant name and press the "F2" button.
- Rename it and accept the entry with the return key.
- The name is changed after a confirmation prompt.

Options dialog

Introduction

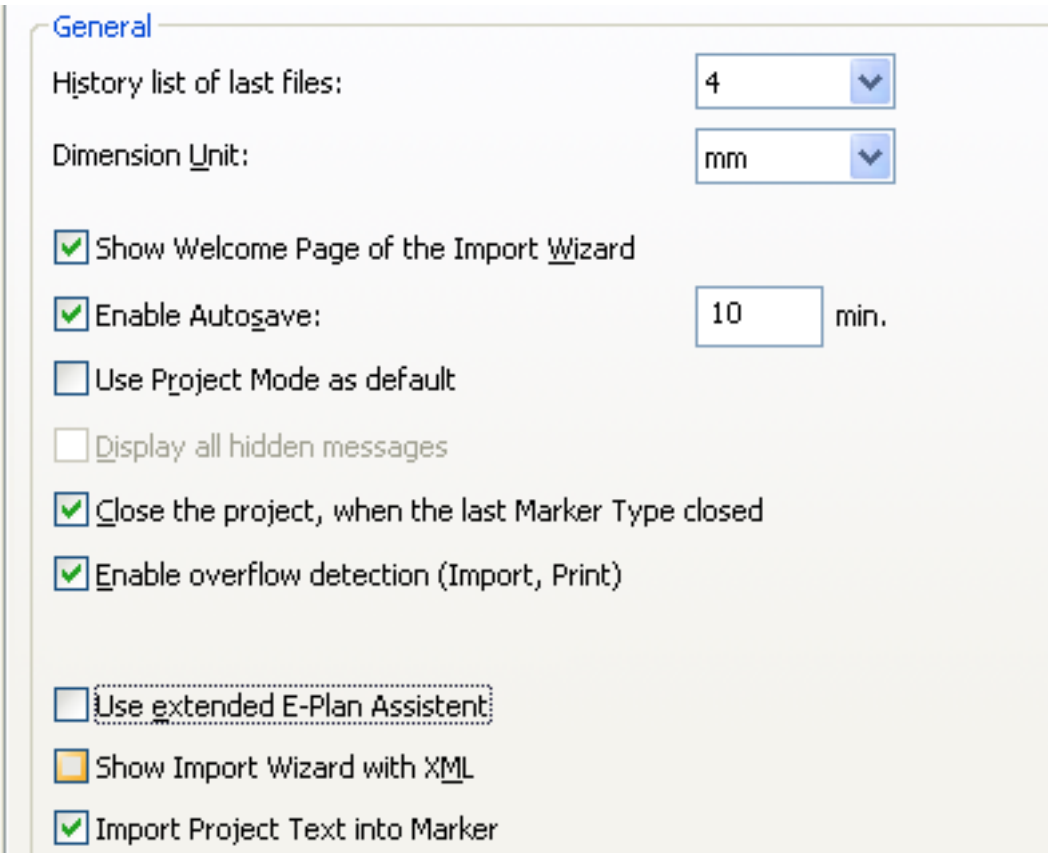
This section explains the basic settings that can be set via the options dialog.

- To open the options dialog, call the menu **Tools** > **Options…**.

Environment

The environmental settings define the view and the general basic settings.

General



History list of last files
The list of the most recently opened project files is displayed in the menu **File** and on the start page.

Dimension Unit
The unit of measure used in the entire program (inch, mm, cm, µm) is assigned here.

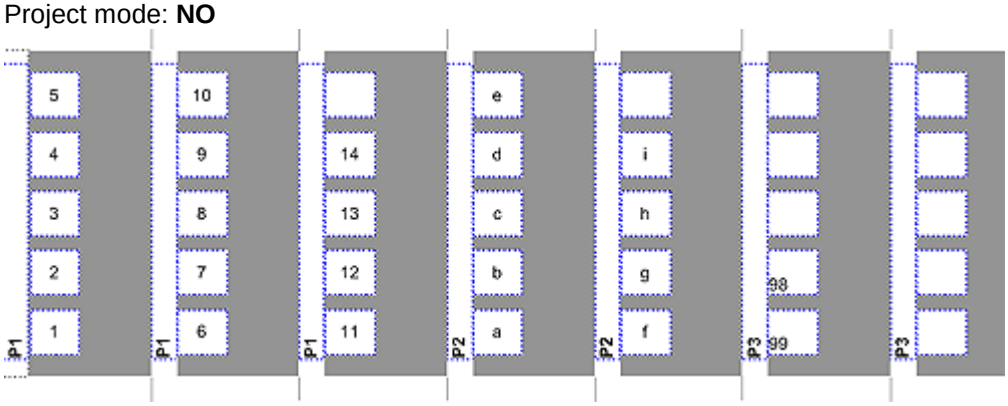
Show Welcome Page of the Import Wizard

Enable Autosave

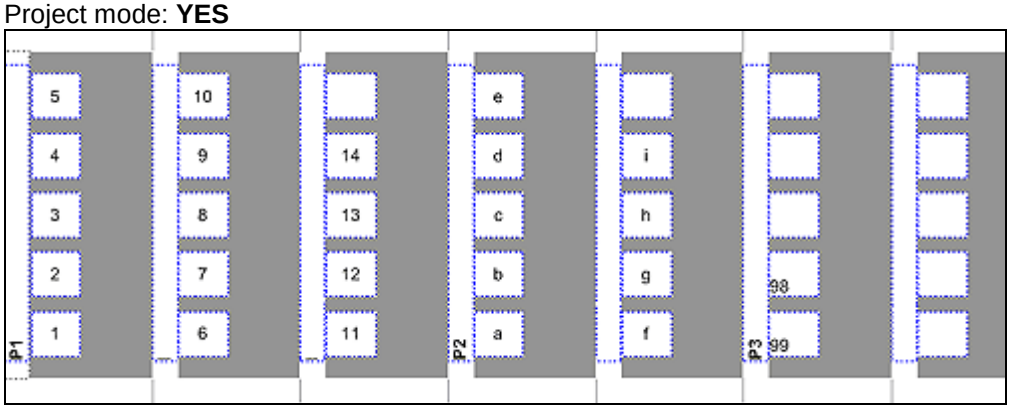
An automatic file saving is effected in the selected intervals

Use Project Mode as default
The project mode can only be used for marker types with a project layer.
In the project mode, only the first project markers of identically labeled project markers are labeled.

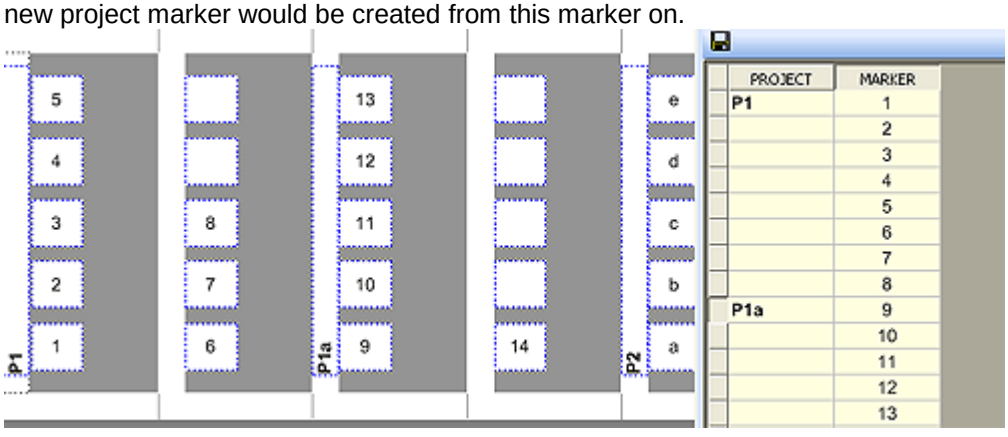
Project mode: **NO**



Project mode: **YES**



If you inserted (e.g. via the data grid) a different project marker labeling (e. g. „P1a“), a new project marker would be created from this marker on.

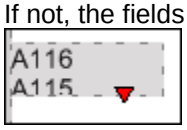


Display all hidden messages
Some dialogs can be hidden using a "Do not ask again" check box.

- Check here and click **Accept** if you want ALL dialogs to be displayed again.

Close project when the last marker type was closed
If the box was checked, the project is closed once the last register (see "User interface") was closed.
Otherwise, you can reopen the register cards via the project tree view.

Show overflow detection (Import, Printing)
If the box was checked, the program automatically checks whether all characters of a field are shown after an import or before printing.
If not, the fields are displayed as follows (see also "Adjust font size"):

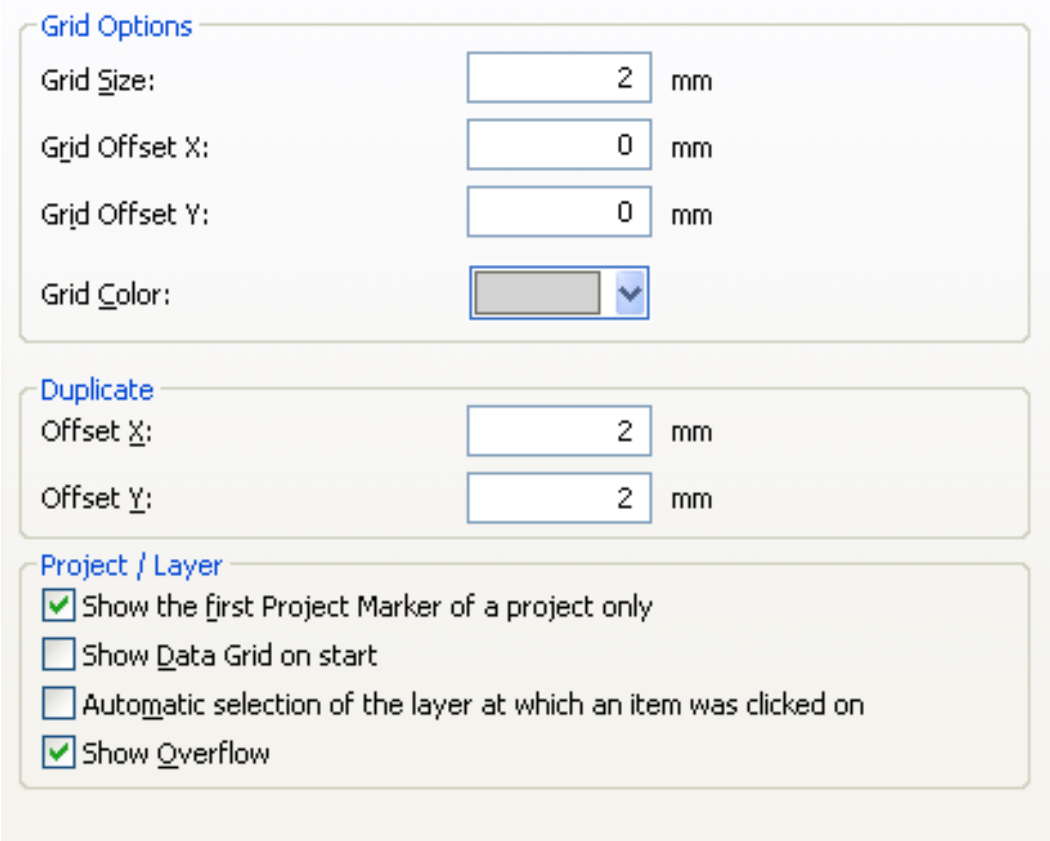


Use extended E-Plan-Assistant
If the box was checked, the import wizard also shows the page with the delimiters when importing WEx files.
The delimiters are set as a default in the WEx files and should not be modified.

Show Import Wizard with XML
XML files can be imported or opened using the command line (see chapter "Command line").
If the box was checked, the import wizard is shown if the file is opened using the command line. Otherwise, the import is controlled using the default settings or a script file (see chapter "Import").

Import Project Text into marker
If the box was checked, all texts that are inserted on the project layer are inserted on the marker areas instead.(see chapter "Importing project text onto markers")

View



Grid settings
The settings for the grid (see chapter "Menu view").

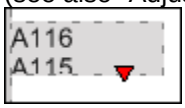
Duplicate
The offset measures of the duplicated object (see chapter "Edit menu").

Only show the first project marker of a project
Only shows the first project marker if the project marker contents are the same:

Show data view when starting
The data view is shown when the program is started.

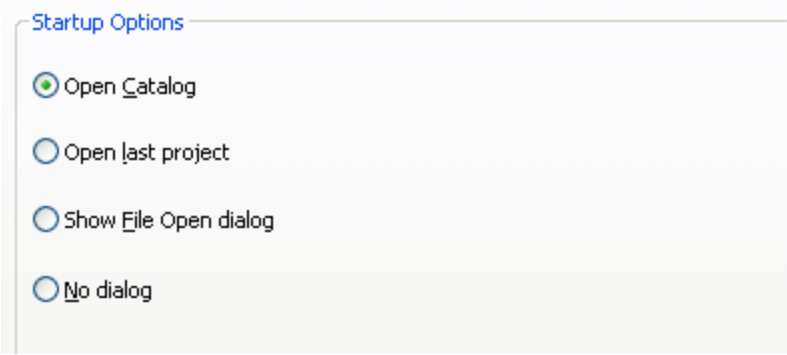
Automatic layer selection if an object is selected
If the box was checked, you can automatically switch between the project and the marker layer with a mouse click.
Otherwise, you have to use the standard toolbars to switch between the layers (see chapter "Toolbars").

Show overflow
Fields the contents of which cannot be completely displayed are marked as follows (see also "Adjust font size"):



Program start

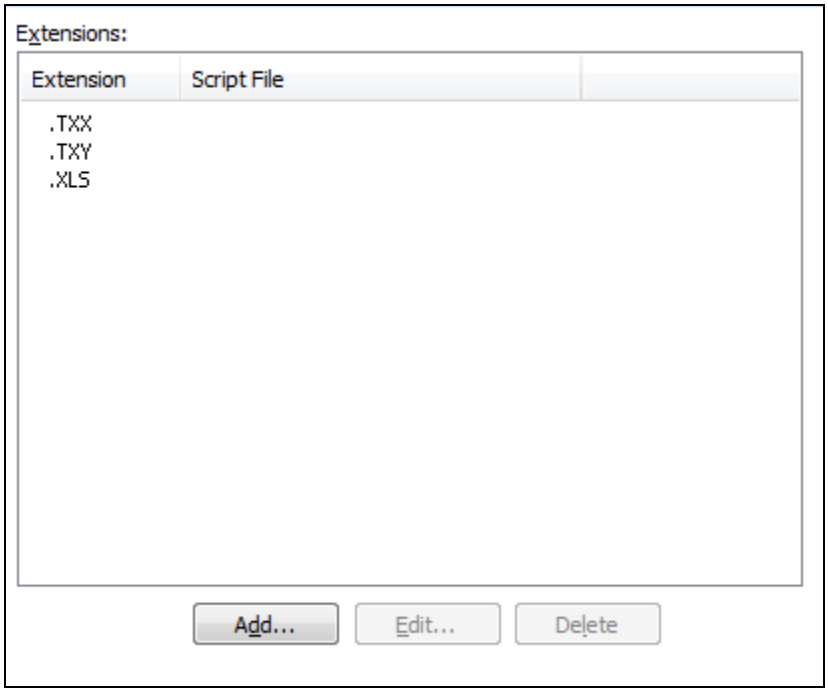
Control the behavior after the program start.



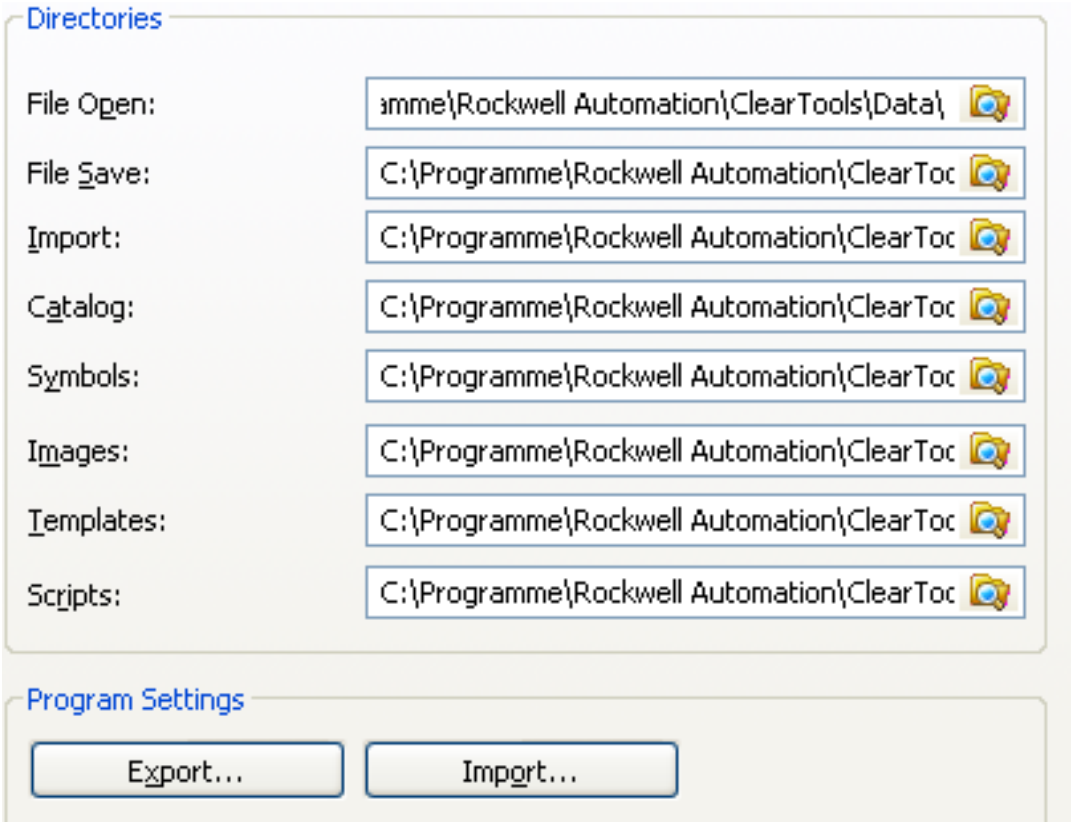
File extensions

Here, you can link different file extensions to a script file.

If the program opens the file (e.g. via the command line), the script file is automatically run.



Directory

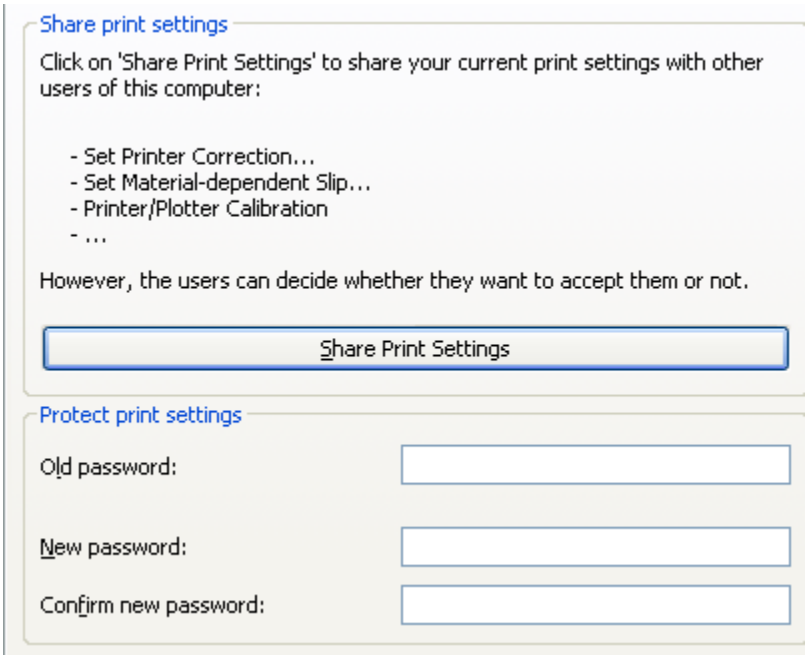


Directories
The displayed areas are preset and browsed through in the saved directories.

Program settings
Modified program settings can be saved (exported) and/or loaded (imported). Company-internal settings may, for example, be set once and be installed on other workplaces.

Program settings that can be stored are, e.g.
- Grid shift during duplication (see "View")
- Consecutive numbering (last dialog values)
- File extensions
- import wizard (last dialog values)
- Assigned printer for marker type (see "Mapping the printer and marker type“)
- adjusted default values for marker types
- measured printer settings (e. g. printer correction, material slip, marker type settings)

Administration


Share print settings
Click on 'Share Print Settings' to share your current print settings with other users of this computer:
- Set Printer Correction...
- Set Material-dependent Slip...
- Printer/Plotter Calibration
- ...
However, the users can decide whether they want to accept them or not.
Share Print Settings
Protect print settings
Old password:
New password:
Confirm new password:

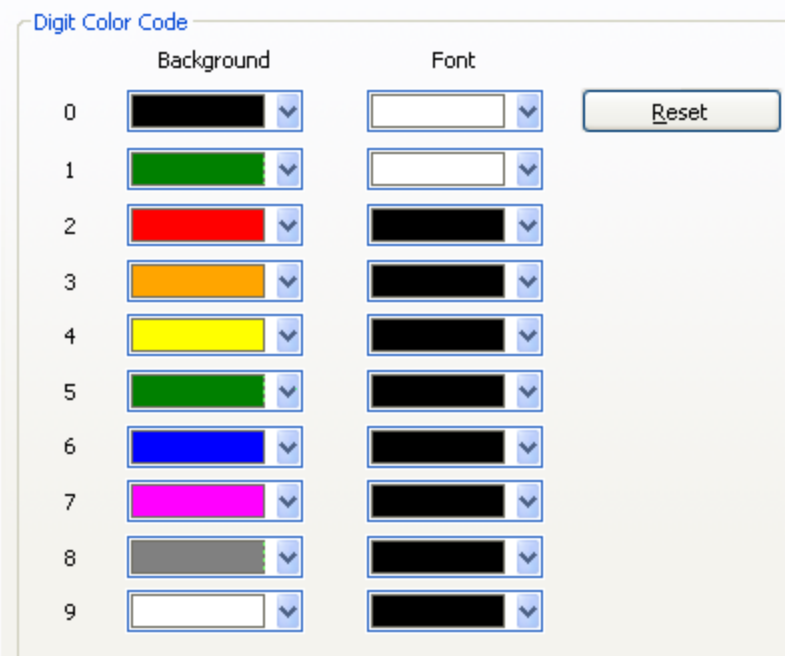
Share print settings
see descriptive text in the dialog.

Protect print settings
You can retain a password to protect the measured print settings against modifications. Before any modification in the printer values, a password query is effected.

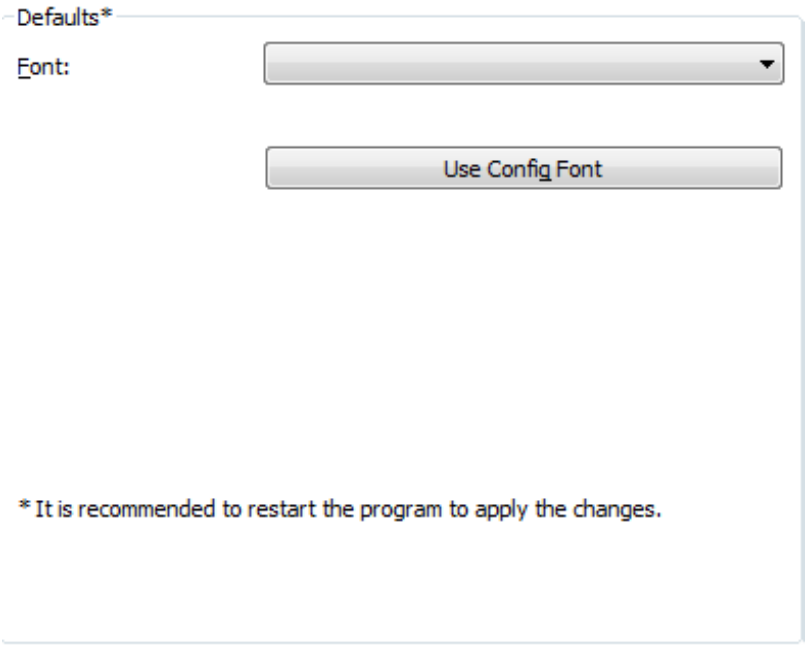
After the installation, there is NO password.

Color coding

Determining the color codings for the numbers 0 to 9 (see also "Color coding").



Standards



Font:
Here you select a font to be used as the preferred font when new marker types are inserted in a project. This means that the fonts stored in the configuration files are not used.
This setting is only applied when the program has been restarted.
Use Config Font
Resets the font that was selected via "Font".

Afterwards the respective fonts of the added marker types are used.
This setting is only applied when the program has been restarted.

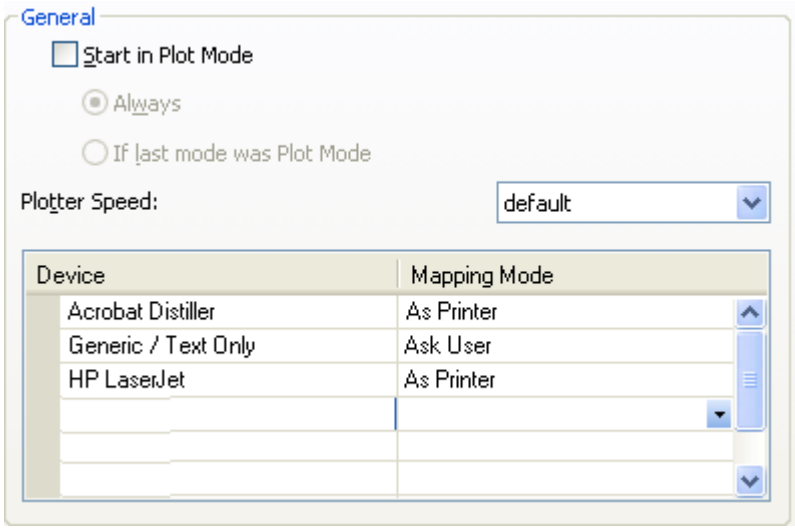
Plotter

Settings for connected plotters.

General

General settings for the plot mode and the plotter speed.

In the list shown, the connected printers are assigned to the type the printer is handled as:
- as a printer
- as a plotter
- ask user



Ask user

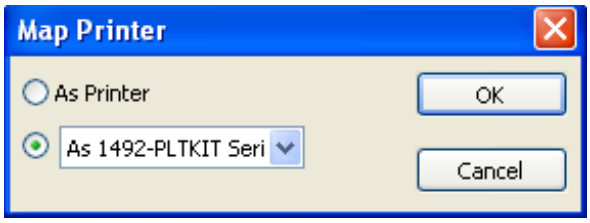
Proceed as follows if you want to change an assignment (as printer/as plotter) selected in the print dialog:

- Modify the assignment for the printer directly here

or

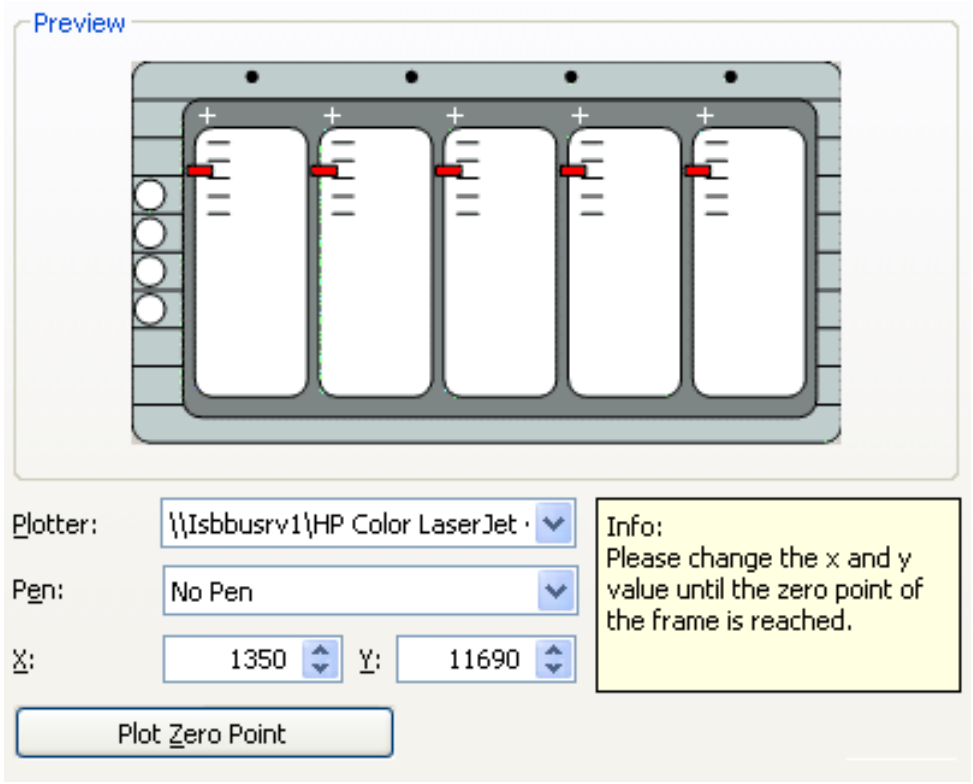
- Modify the assignment for the printer to "Ask user".
- Open a marker type which you want to print.
- Select File > Print….
- Select **Assign** on the print dialog.

A dialog opens for the assignment.



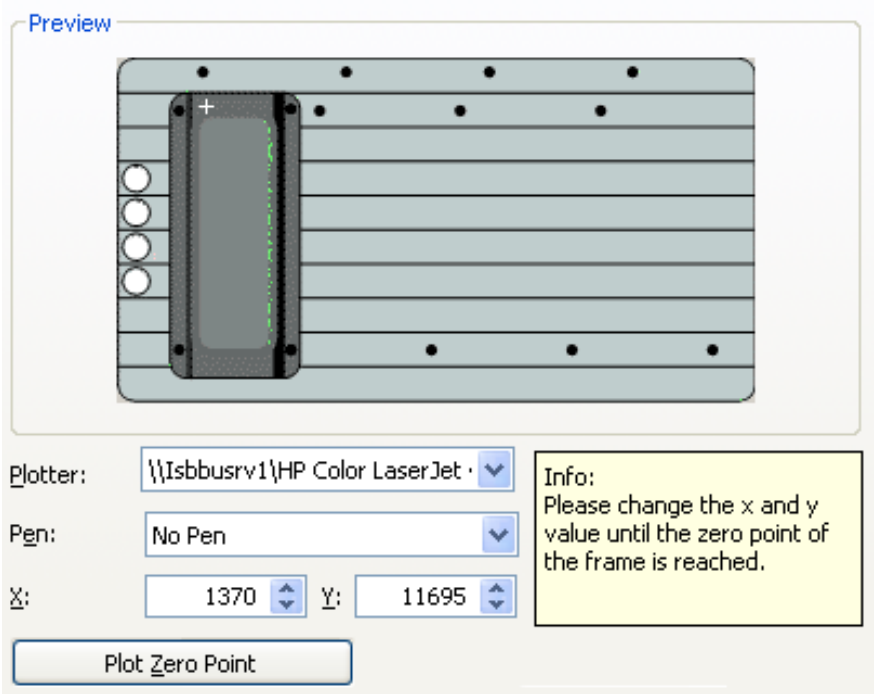
Marker Card Fixture

Plotter settings for Marker Cards.



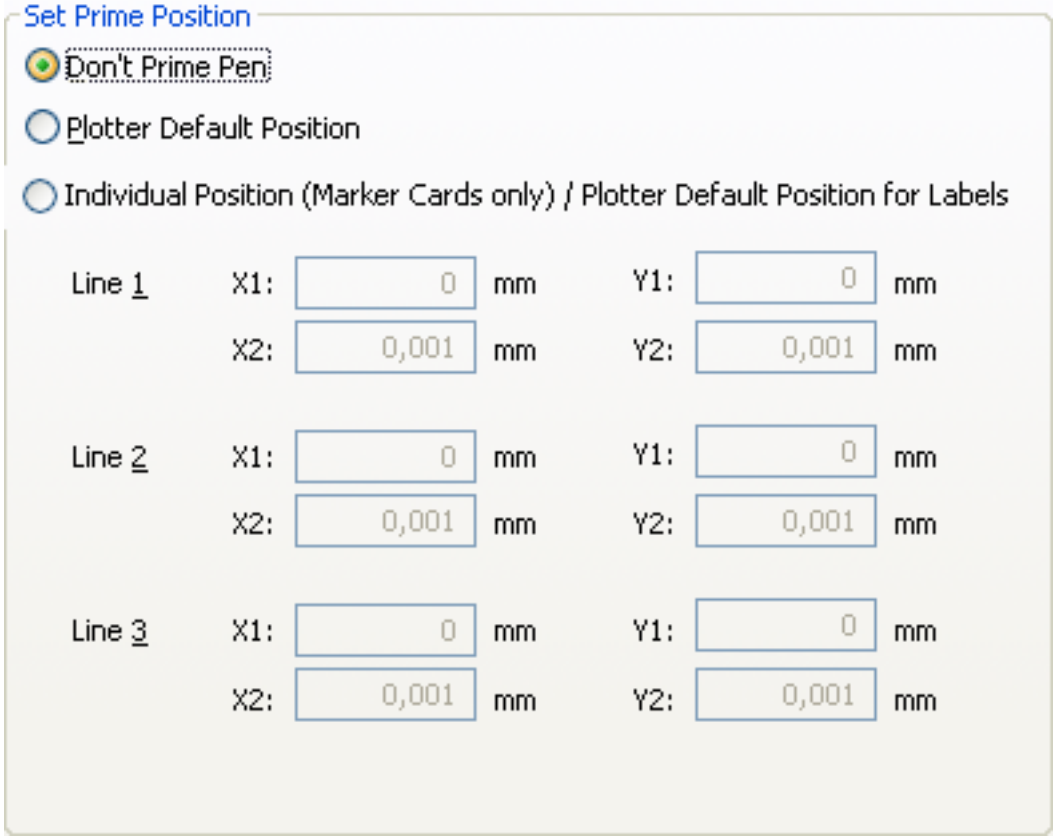
PLOTPLTA Fixture

Plotter settings for PLOTPLTA fixtures to fix sizes 4 to 6.



Pen Priming

Prime options for the plotter pen.



ClearMark

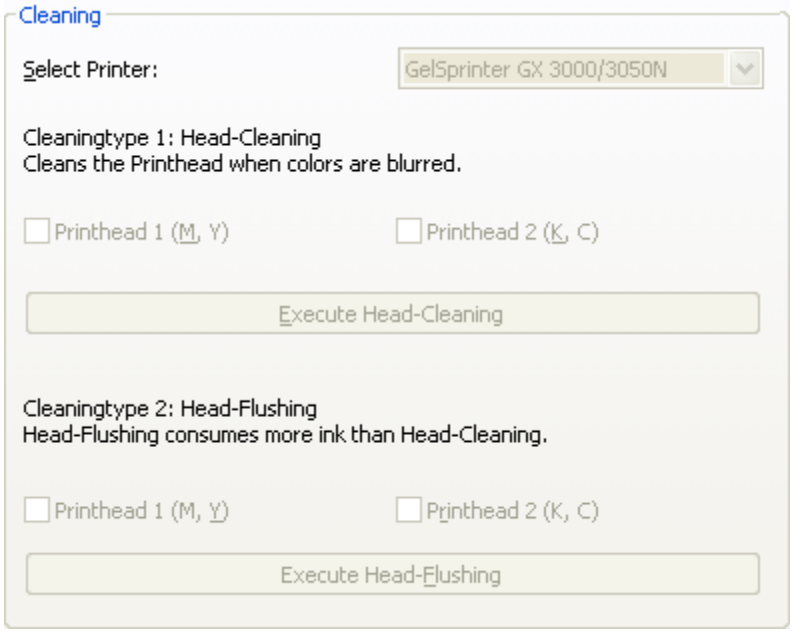
General

Setting the print options for the ClearMark

General
Select Printer:
GelSprinter GX 3000/3050N
Properties Printerdriver
All necessary settings for the printer driver of ClearMark will be configured automatically.
Execute Printerdriver configuration
All Printerdriver settings will be set to default.
Reset Printerdriver configuration

Cleaning

Introducing the cleaning process for the ClearMark.



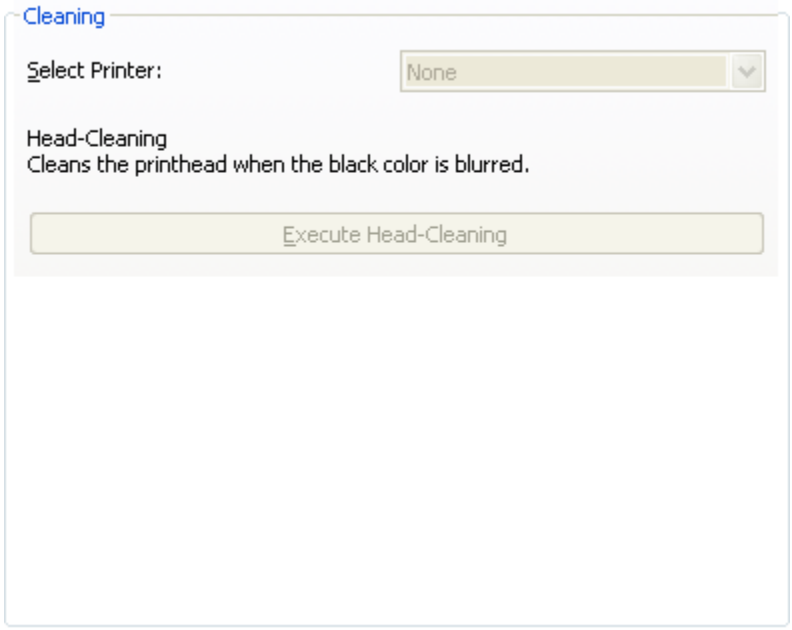
Note that the head-flushing consumes more ink than print-head cleaning.

Current configuration

Display of the current printer configuration.

Cleaning

Introducing the cleaning process for the .



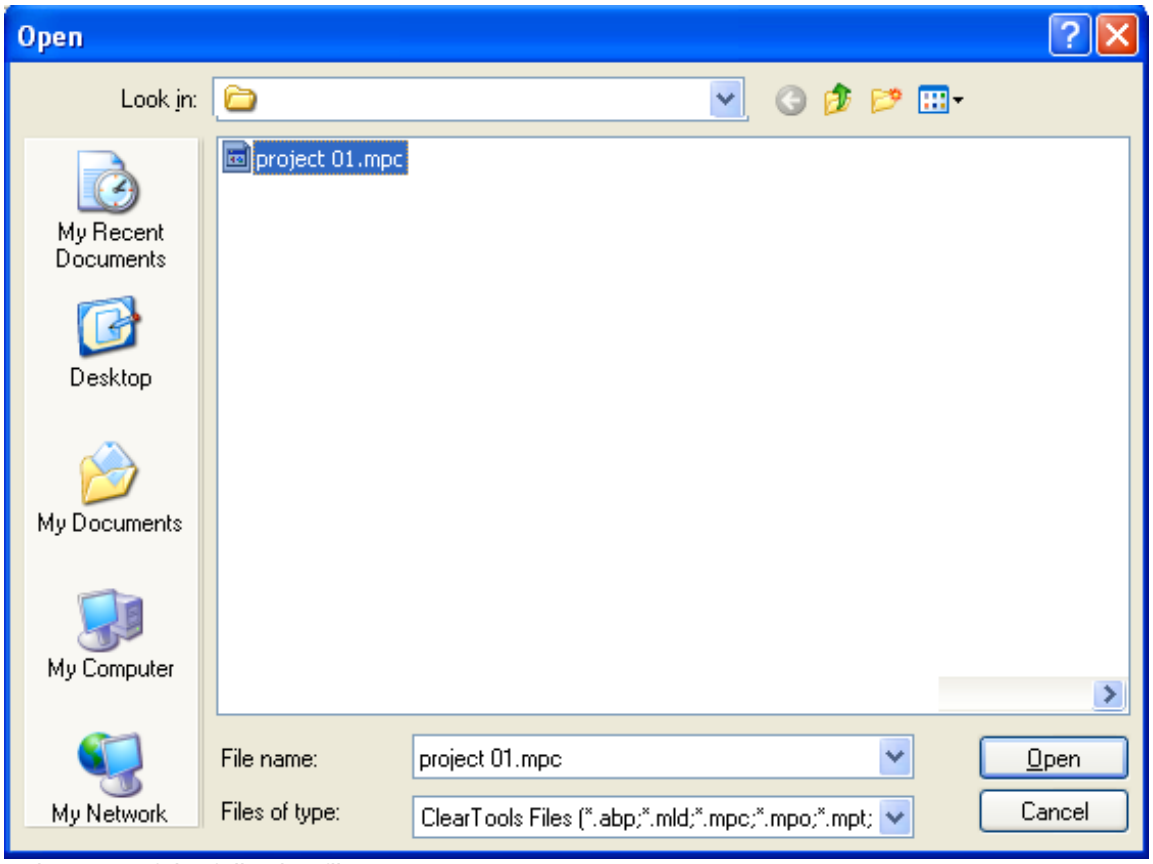
Opening other file types

Opening other file types

This section explains how to open a file that was not created using the program.

- Select **File** > **Open**.

The "Open" dialog appears, listing all existing files:



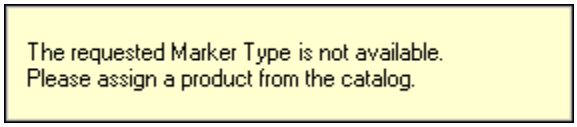
Select one of the following file types:

*.abp	Document
*.mld	Document
*.mpc	Content File
*.mpo	Order File
*.mpt	Template
*.rde	Export file
*.tmf	Document
*.txx	
*.txy	
*.xls	Microsoft Excel worksheet

All the available files of this file type are listed.

- Select the file you want to open, then click on the **Open** button.

If the marker type could not be found in the catalog, a message box appears:



- Select the marker type and confirm by clicking on **OK**.

The data is added to the markers.

Calling up command lines

Introduction

The program can also be started via the command line (prompt).

You will get the call-up parameters by entering the path to the program file, followed by the call-up parameter „/?“.

Call-up parameter exe

Open or print a file

ClearTools.exe [-p] "datei (*.abp|*.mld|*.mpc|*.mpo|*.mpt|*.rde|*.tmf|*.txx|*.txy)"

Import

ClearTools.exe "file name" [-p] [-ImportFilter:"script file name (*.mis)"]
[-MatNo:material number] [-Fallback:material number]

ClearTools.exe "file name" [-p] [-ImportFilter:CSV | WTXT | WE | XML]
[-MatNo:material number] [-Fallback:material number]

Call-up parameter converter

The converter for the import can be controlled via the command line (see chapter "Import converter").

Importing files

Introduction

This section explains how you can import files in other formats (e.g. Microsoft Excel) into the program and paste the data into the marker areas.
The import can be effected into the marker types in the catalog or into template files (*.mpt) set up by you.

There are various ways to import a file:

1. Manual Import (with the possibility to create a script file of the import) (see chapter "Manual Import")

2. Automated import via a script file see chapter "Automated Import".

3. Automated import with one/several script files (batch import) see chapter "Batch Import“.

4. Remote-controlled import via the command line (prompt) (see chapter "Calling up command lines").

The following file formats can be imported at the moment:

*.asc
*.csv
*.mpx
*.txt
*.wbe
*.we?
*.xml

Manual Import

For the manual import, the import wizard supports you when selecting the import parameters.

You can save them at the end of the import wizard to carry out automated imports with these settings (see chapter "Automated Import").

Starting the import

Start the import using the menu items **File** > **Import…**
Follow the steps of the import wizard.

Step 1: Start page

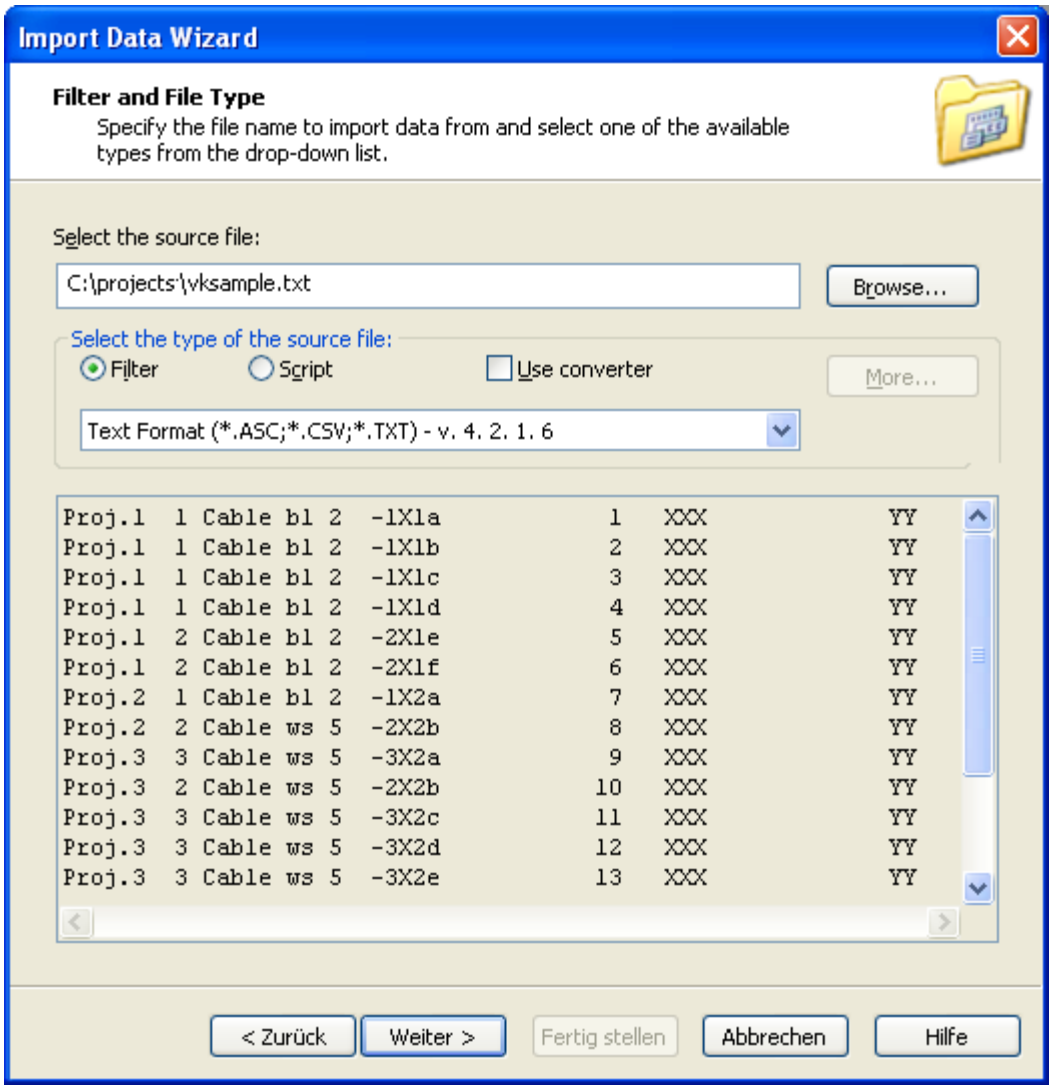
Import Data Wizard
The Import Data Wizard allows you to import data from one of the available file formats into ClearTools.
Don't show again.
< Back
Next >
Finish
Cancel
Help

The start page of the import wizard can be masked out.
Select "Do not show again" to start directly with step 2 when you call up the wizard the next time.

You can show the start page again using the options dialog (see chapter "Options").

Step 2: Filter and import type

In step 2, you select the source file you want to import.
The filter type, the saved import routine or a converter can also be selected.


Import Data Wizard
Filter and File Type
Specify the file name to import data from and select one of the available types from the drop-down list.
Select the source file:
C:\projects\vksample.txt
Browse...
Select the type of the source file:
Filter
Script
Use converter
More...
Text Format (*.ASC;*.CSV;*.TXT) - v. 4. 2. 1. 6
Proj.1 1 Cable bl 2 -1X1a 1 XXX YY
Proj.1 1 Cable bl 2 -1X1b 2 XXX YY
Proj.1 1 Cable bl 2 -1X1c 3 XXX YY
Proj.1 1 Cable bl 2 -1X1d 4 XXX YY
Proj.1 2 Cable bl 2 -2X1e 5 XXX YY
Proj.1 2 Cable bl 2 -2X1f 6 XXX YY
Proj.2 1 Cable bl 2 -1X2a 7 XXX YY
Proj.2 2 Cable ws 5 -2X2b 8 XXX YY
Proj.3 3 Cable ws 5 -3X2a 9 XXX YY
Proj.3 2 Cable ws 5 -2X2b 10 XXX YY
Proj.3 3 Cable ws 5 -3X2c 11 XXX YY
Proj.3 3 Cable ws 5 -3X2d 12 XXX YY
Proj.3 3 Cable ws 5 -3X2e 13 XXX YY
< Zurück
Weiter >
Fertig stellen
Abbrechen
Hilfe

Selecting the source file

- Click on the **Find...** button. A dialog appears, where you can select the file you want to import.
- Select the file you want to import and click on the **Open** button.

The "Select the source file:" field now contains the path and the file you are importing.

Source file type

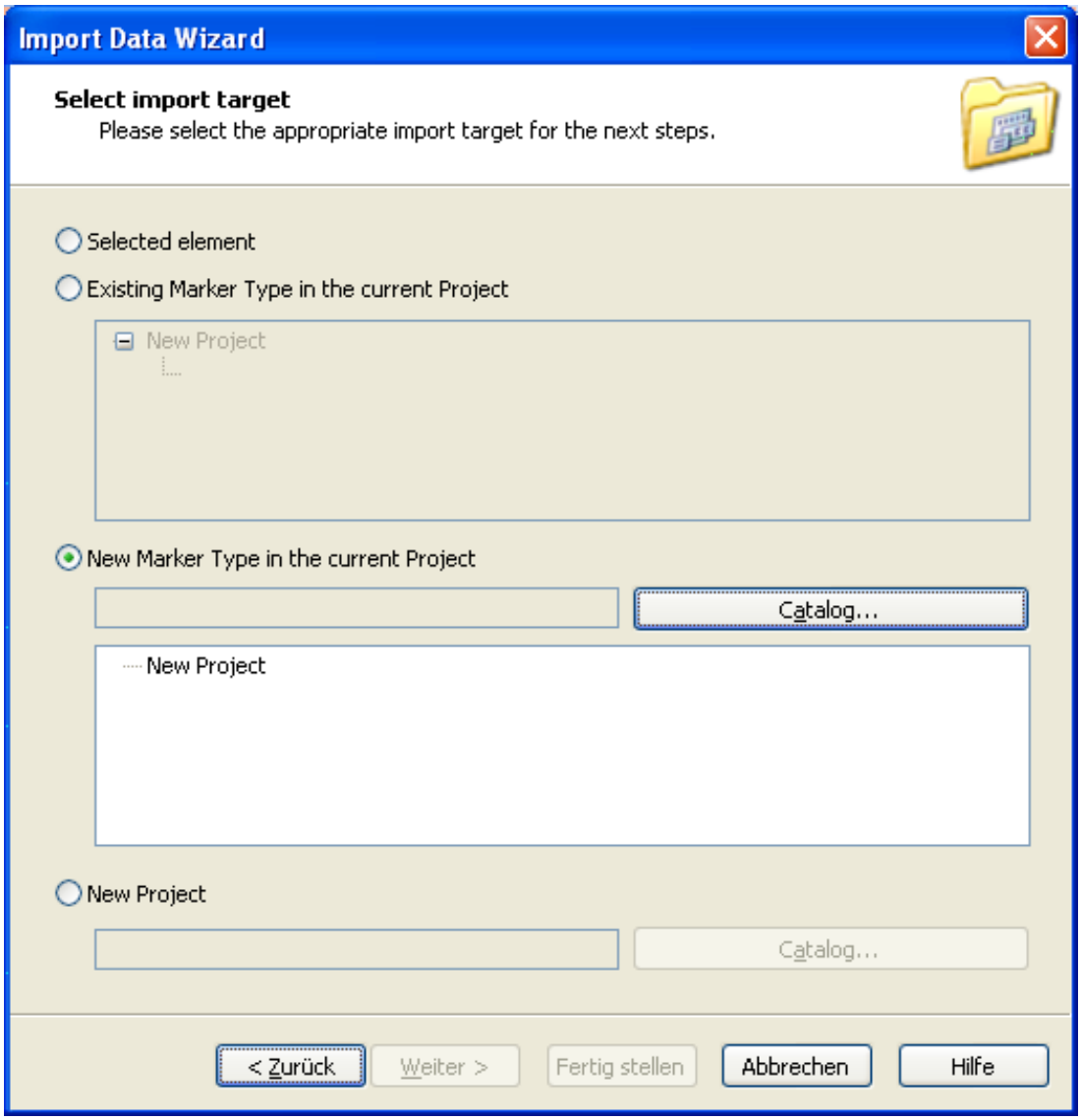
The next step is to select the import type:

- Filter: the import is effected manually via a filter file.
  Select the filter type in the drop-down field (e. g. *.txt, *.WEI).
  The filter that fits the source file is usually shown automatically.
- Import script: the import is automatically effected via a saved script (see chapter "Automated import")
- Use converter to prefilter the source file (see chapter "Converter").

Step 3: Selecting Project and Variant

This step serves to select the project or the marker type used to effect the import.
There are different options at choice depending on the initial situation:

- Selected element
- Existing marker type in current project
- New marker type in current project
- New Project



Selected element
For this option, a marker type must be opened and a marker must be selected.
The import is added from the selected marker on!
If no marker was selected, the data are added from the first marker on.

Existing marker type in current project

For this option, a marker type must be opened.
The import is effected starting with the first marker of the selected marker type.

New marker type in current project

- Click on "Catalog" to select a marker type from the catalog or from the saved templates (*.mpt).

A new marker type is added to the current project during the import.

New Project

- Click on "Catalog" to select a marker type from the catalog or from the saved templates (*.mpt).

The import is effected into a new project with the selected marker type.

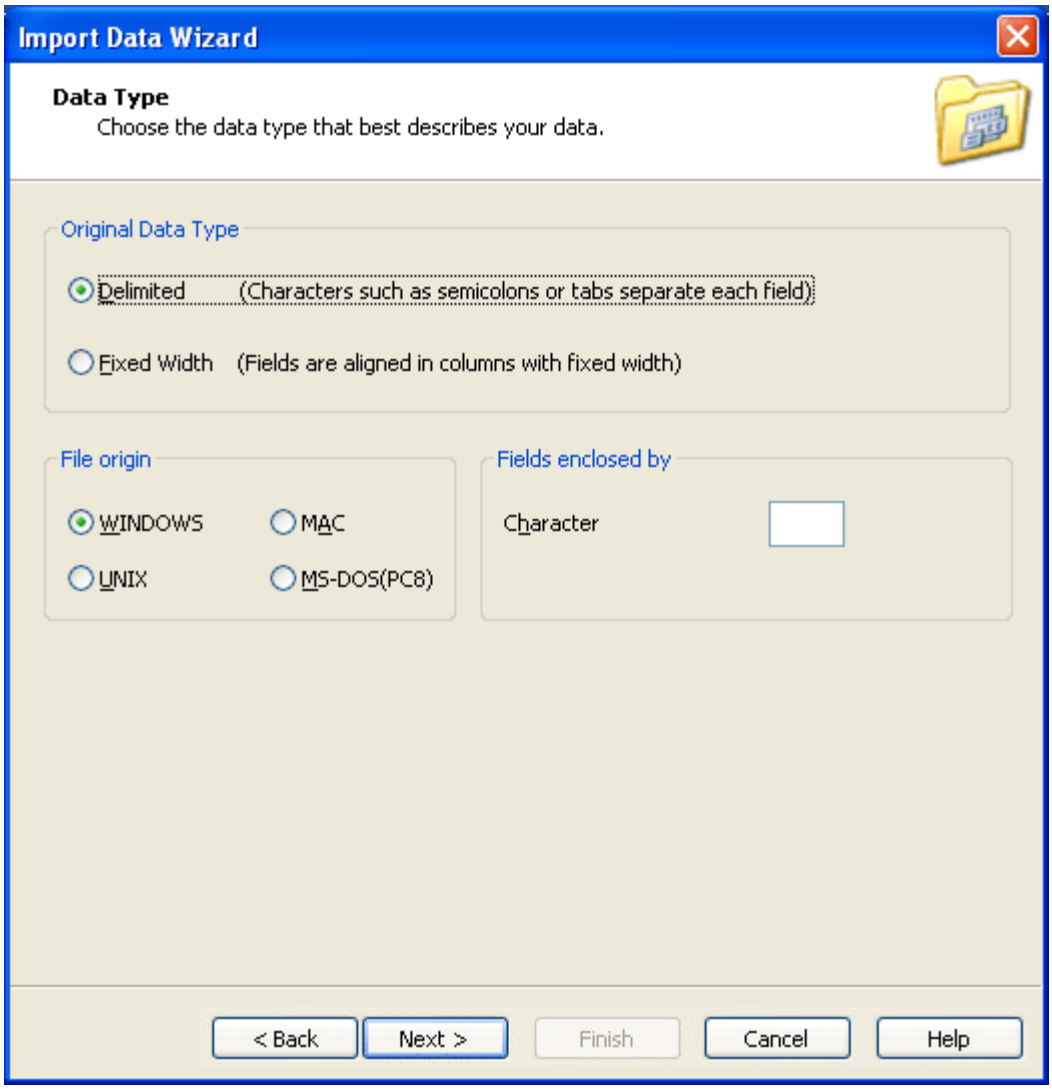
If a non-saved other project/marker type is still open, a confirmation prompt is displayed before the import starts.

Step 4/5: Selecting data format and field delimiter

Select whether the columns in the source file are defined by delimiters (e.g. by semi-colons, tabs) or have a fixed column width (see section "Source file with delimiters" or "Source file with fixed column width").

In addition, you can select:

- Data lineage
  Specify the operating system used to create the file.
- Text delimiting character
  Text characters between the text delimiting characters are interpreted as being text. Delimiters are thus ignored (masked).



Source file using delimiters

- Select the option "With delimiters..." if the source file is a file with columns that are delimited by characters, such as semicolons, tabs, etc.

Example of a file using delimiters

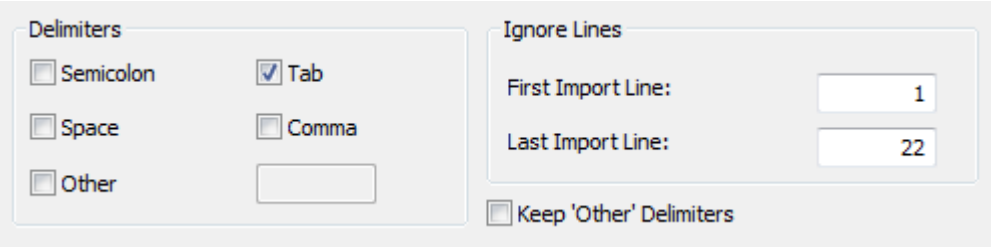
Opened in Microsoft Excel: Opened in a text editor:

	A	B
1	=-X1	1
2		2
3		3
4		4
5		5
6		6
7		7
8	=A1+1	L1
9		L1
10		L2
11		L2
12	=A1+2	M1:L1
13		M1:L2
14		M1:L3
15		I 1.0
16		I 1.1
17		I 1.2
18		I 1.3
19		I 1.4
20		I 1.5
21		I 1.6
22		I 1.7
23		I 2.0
24		I 2.1
25		I 2.2
26		I 2.3
27		I 2.4
28		I 2.5
29		I 2.7
30		I 3.0
31		I 3.1
32		I 3.2
33		I 3.3

```
=-X1;1
;2
;3
;4
;5
;6
;7
=A1+01;L1
;L1
;L2
;L2
=A1+2;M1:L1
;M1:L2
;M1:L3
;I 1.0
;I 1.1
;I 1.2
;I 1.3
;I 1.4
;I 1.5
;I 1.6
;I 1.7
;I 2.0
;I 2.1
;I 2.2
;I 2.3
;I 2.4
;I 2.5
;I 2.7
;I 3.0
;I 3.1
;I 3.2
;I 3.3
```

The examples are a two-column file in Excel, with the semicolon defined as the delimiter as shown on the right. Because there is no data before the semicolon on row two, for example, the first column is empty.

The file on the right was saved from within Excel in CSV format (fields separated by characters).

- Click on **Next** to go to the next step.
-


-
- The program suggests the characters to delimit the columns. If a different delimiter has been used, you can select it by clicking the appropriate radio button.
- If you click the o**ther** radio button, you can select another delimiter in the field next to this.
- To use different delimiters on an additive basis, enter them in the **Others** field and enable the "**Keep 'Other' Delimiters**" option.
  This option is only available if the CSV filter was selected in step 2.
- A new column starts at the points at which there is a delimiter.
- Define the first and last import lines.

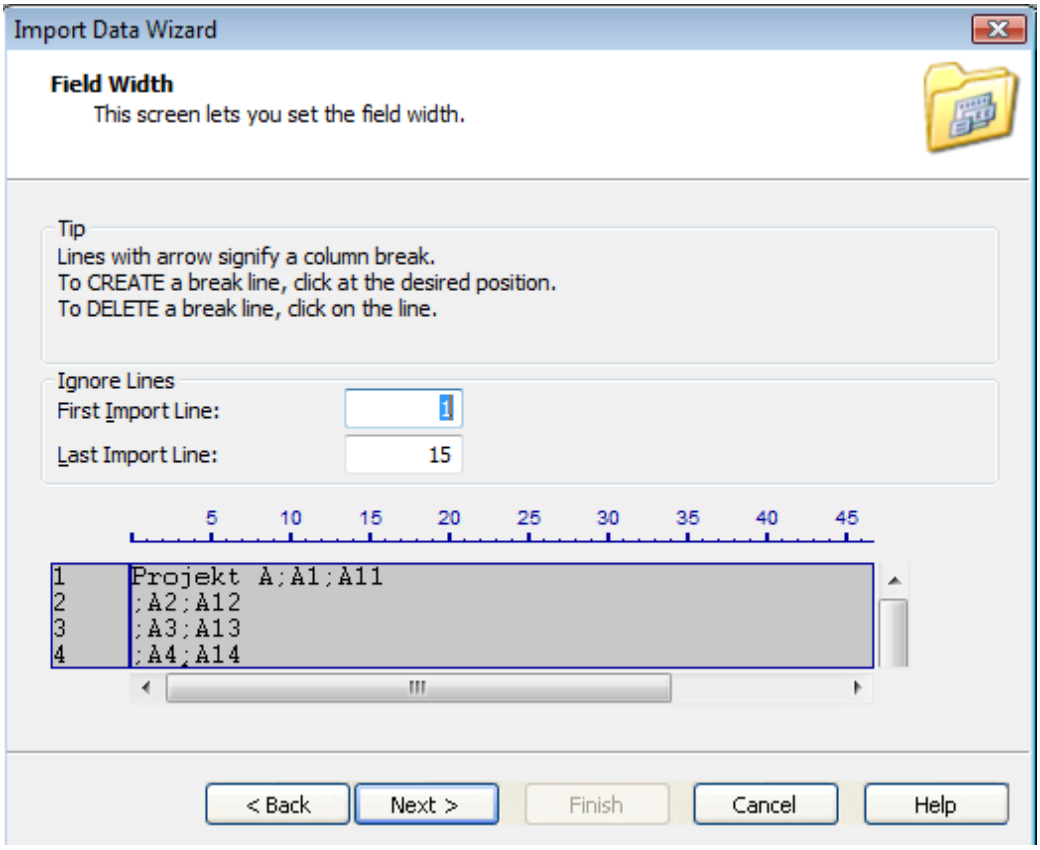
Source file with fixed column width

- Select the option "Fixed width..." if the source file contains fixed-width columns, for example column 1 = 10 characters, column 2 = 2 characters.

Example of a fixed-width file opened in a text editor

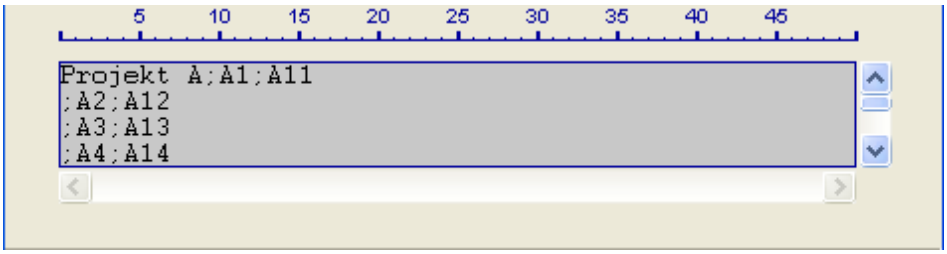
```
Projekt A  A1 A11
Projekt A     A12
Projekt A  A3 A13
Projekt A  A4 A14
Projekt A  A5 A15
Projekt A  A6 A16
Projekt A  A7 A16
Projekt A  A8 A18
Projekt B1 B1 B11
Projekt B1 B2 B12
Projekt B1 B3 B13
Projekt B1 B4 B14
Projekt B1 B5 B15
Projekt B1 B6 B16
Projekt B1 B7 B17
Projekt B1 B8 B18
```

- Click on **Next** to switch to the next step.



Fix the column widths.

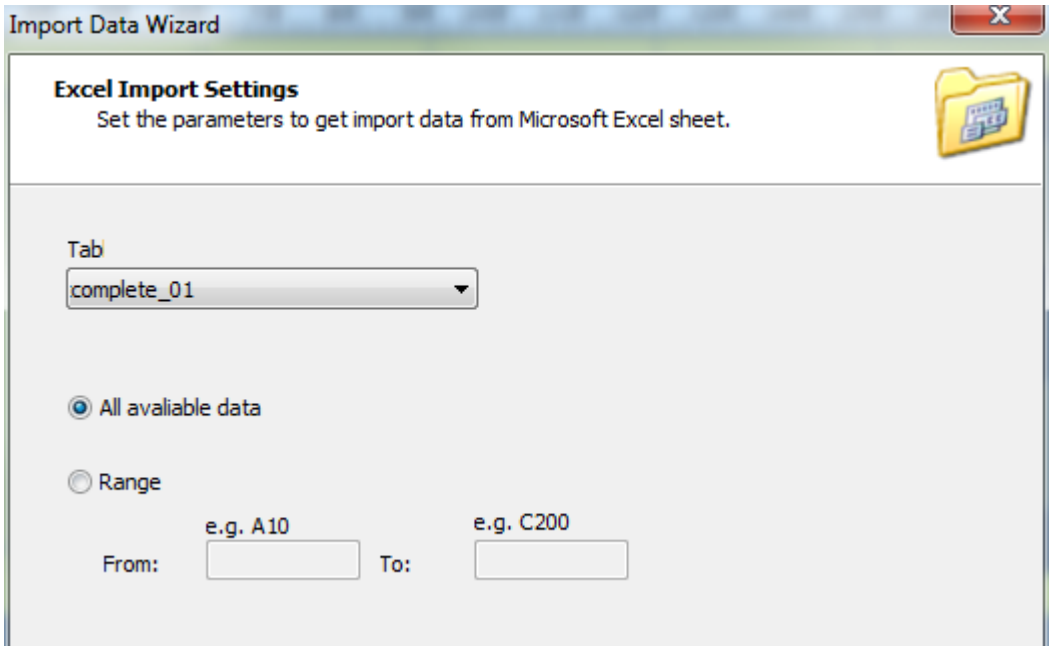
- To do this, click on the ruler at the position where you want a new column to start. The columns are separated by an arrow.



- You can remove the column break by clicking on the arrow again.

Importing an Excel file

When importing an Excel file (*.xls) you can select the worksheet and import range in this step.

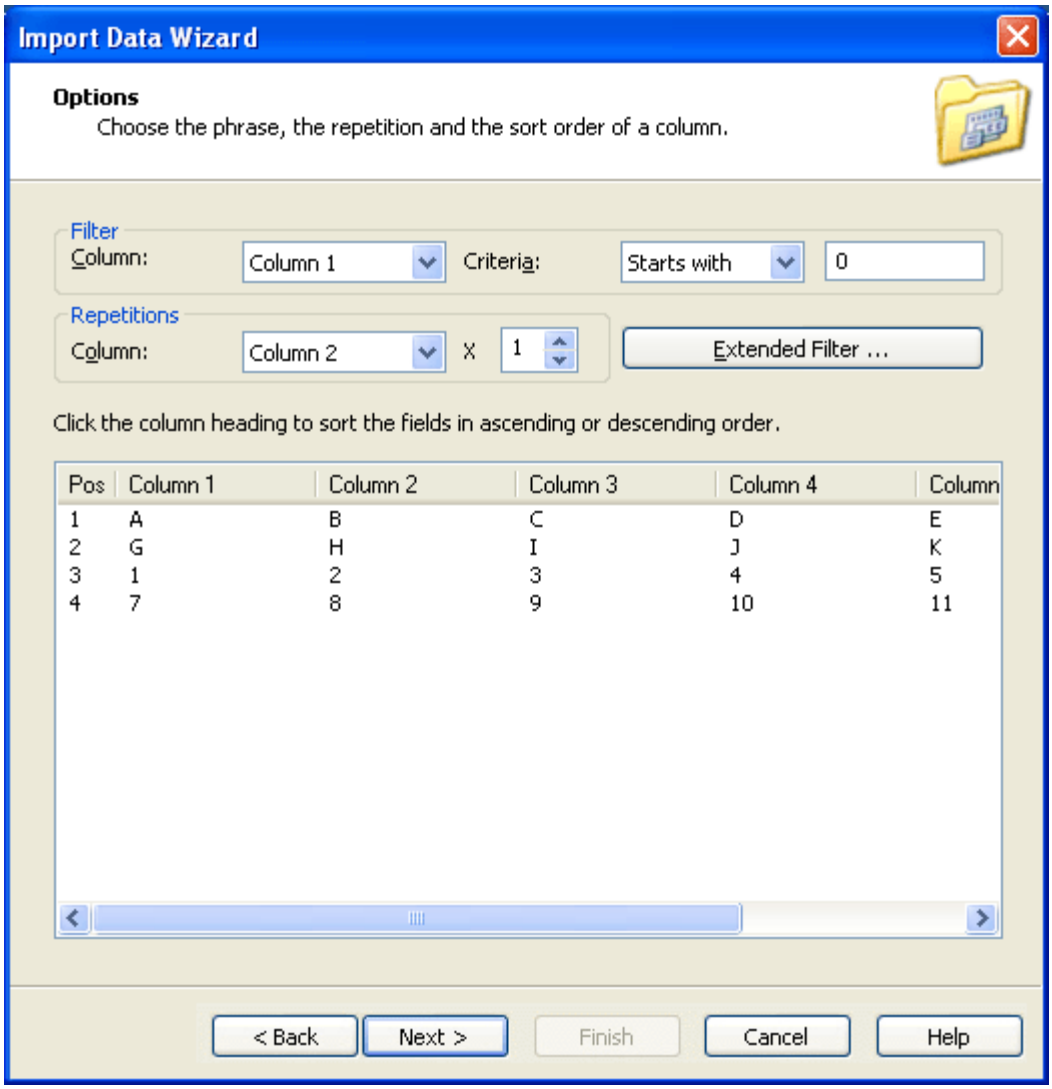


Data is only imported from one worksheet
Only content is imported - no formats

Step 6: Options

Set further import options:

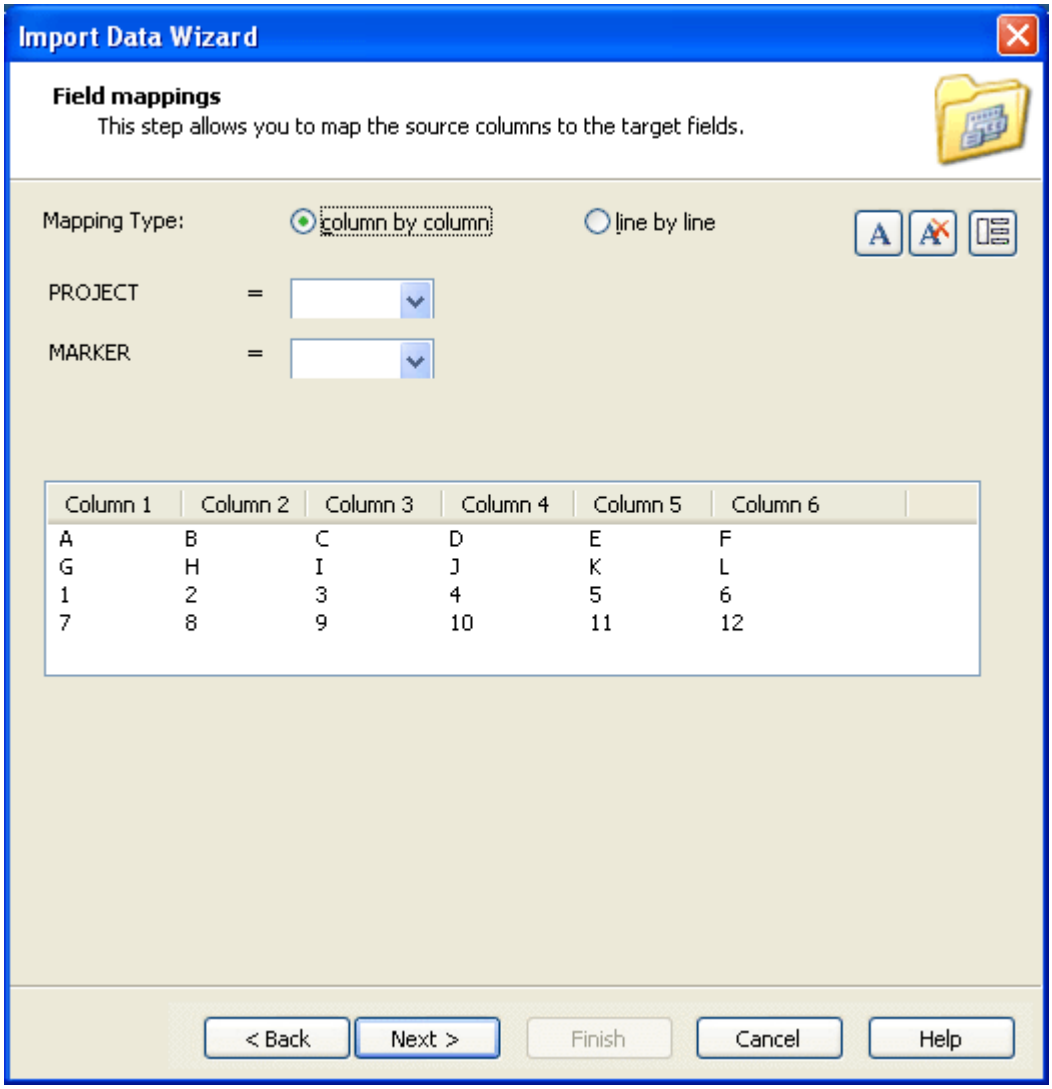
- Filter: simple filter rule
  The selected column is imported filtered using the selected criteria
- Repetitions: The column contents of the selected column are repeated several times.
- Extended filter
  Further filter rules that can be applied to several columns.


Import Data Wizard
Options
Choose the phrase, the repetition and the sort order of a column.
Filter
Column:
Column 1
Criteria:
Starts with
0
Repetitions
Column:
Column 2
X
1
Extended Filter ...
Click the column heading to sort the fields in ascending or descending order.
Pos
Column 1
Column 2
Column 3
Column 4
Column
1 A B C D E
2 G H I J K
3 1 2 3 4 5
4 7 8 9 10 11
< Back
Next >
Finish
Cancel
Help

Step 7: Field mappings

Use this step to determine the field mappings.

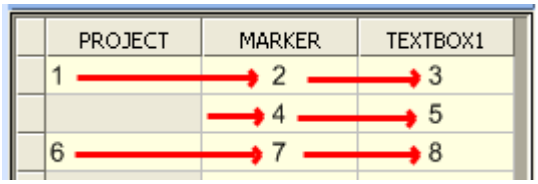
- Mapping type
- Field mapping
- Field format



Mapping type

Column by column
Column by column refers to the columns of the data grid.
Select **Column by column** if you want to assign the contents to special columns (markers/elements).

Line by line
Line by line refers to the lines of the data grid.

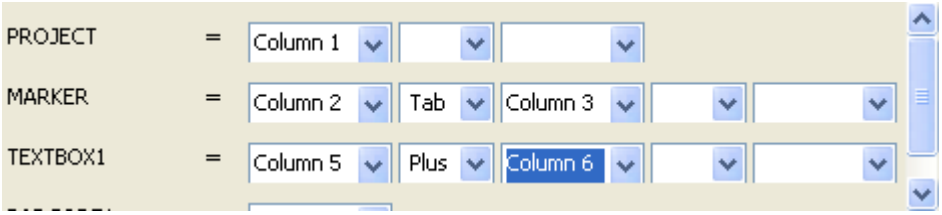


Select **Line by line** if you want to add the imported contents line by line (as shown in the data grid).

Field mappings

The field mappings enable you to import data into existing elements (on the marker type).The field names, e.g. PROJECT, MARKER or TEXTBOX1, are determined by the properties of the elements (see chapter "Adjust element names").

The columns to be imported can be combined as you wish.



Combination possibilities are, e.g.:

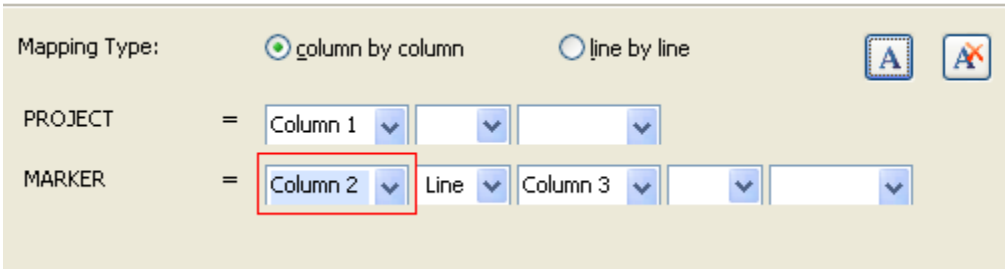
- Return
- Space
- Tab
- without delimiters (plus)
- Texts

Field formats

The contents of the columns to be imported can be formatted using the import wizard (font, color, size).

- Select a drop-down field with selected column.
- Click on the icon to open the format dialog.
- Select the data format.

Data already formatted is grey-shaded:



- To delete ALL formats, click on

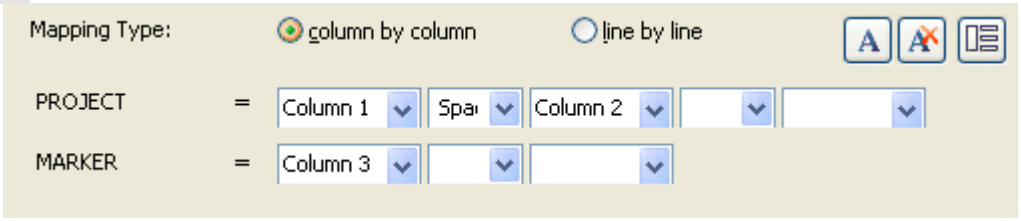
Importing project text onto markers

The texts of the project layer (project markers) can automatically be pasted on the marker areas (markers) during the import.

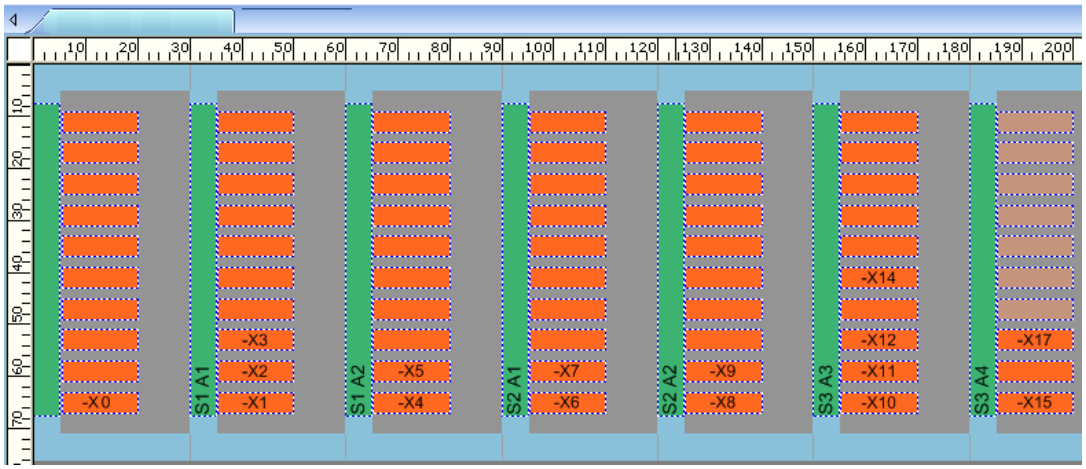
- Click on the button to import the project texts onto the markers.
- The view of the button changes .
-

Example:
The following text file shall be imported using the indicated field mappings:

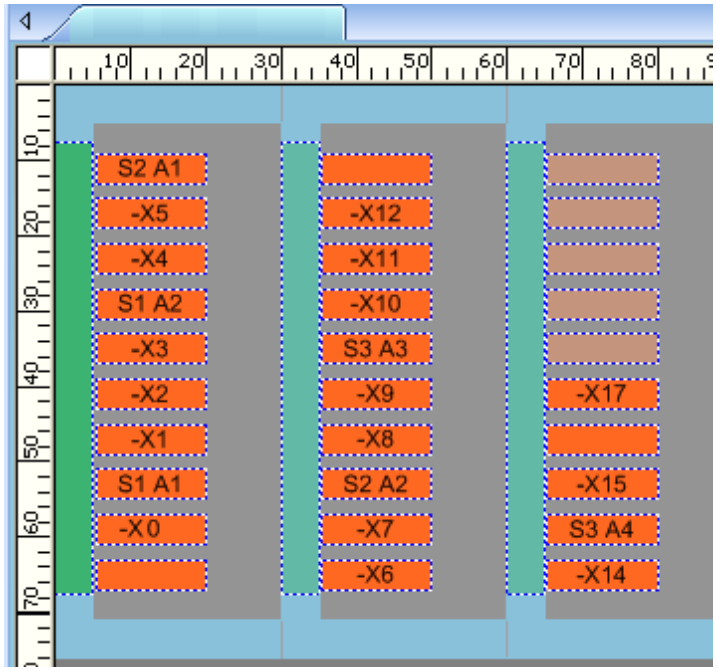
```
1   ⟶|⟶-X0
2   S1⟶A1⟶-X1
3   S1⟶A1⟶-X2
4   S1⟶A1⟶-X3
5   S1⟶A2⟶-X4
6   S1⟶A2⟶-X5
7   S2⟶A1⟶-X6
8   S2⟶A1⟶-X7
9   S2⟶A2⟶-X8
10  S2⟶A2⟶-X9
11  S3⟶A3⟶-X10
12  ⟶|⟶-X11
13  S3⟶A3⟶-X12
14  ⟶|⟶
15  S3⟶A3⟶-X14
16  S3⟶A4⟶-X15
17  S3⟶A4⟶
18  S3⟶A4⟶-X17
19
20
```



The import **WITHOUT** the function results in the following:



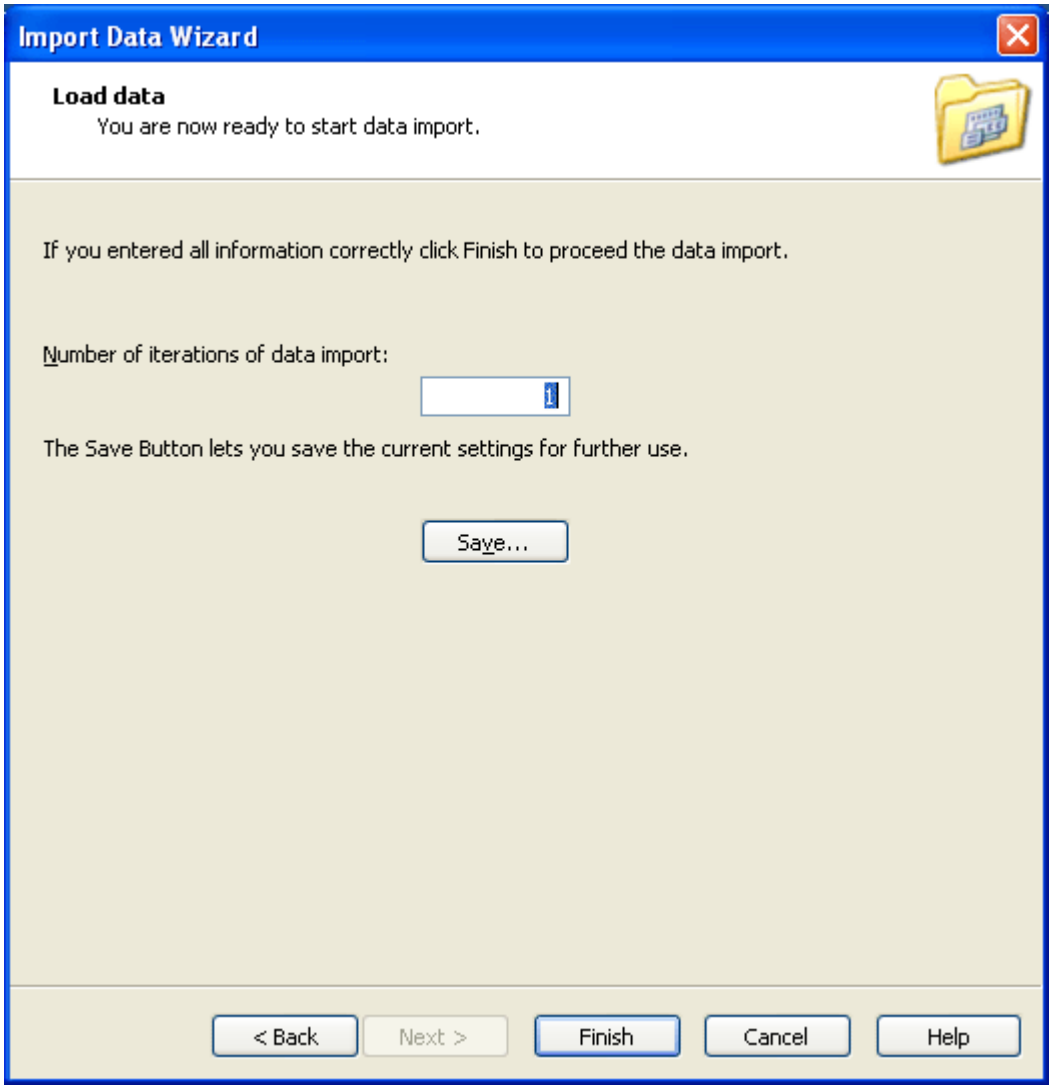
The import **WITH** the function results in the following:



Step 8: Saving and finishing

The last step serves to complete the import. You have the following options to complete the import:

- Setting the number of iterations of data import
- Saving
  The fixed import steps are saved as a script file (see chapter "Automated Import" or "Batch Import").
- Finishing
  Imports the source file with the settings made.


Import Data Wizard
Load data
You are now ready to start data import.
If you entered all information correctly click Finish to proceed the data import.
Number of iterations of data import:
1
The Save Button lets you save the current settings for further use.
Save...
< Back
Next >
Finish
Cancel
Help

If the data is imported successfully, the following message box appears, showing how many records were imported:

If you can see a red triangle in text fields on the workspace, the imported data does not fit in the field.

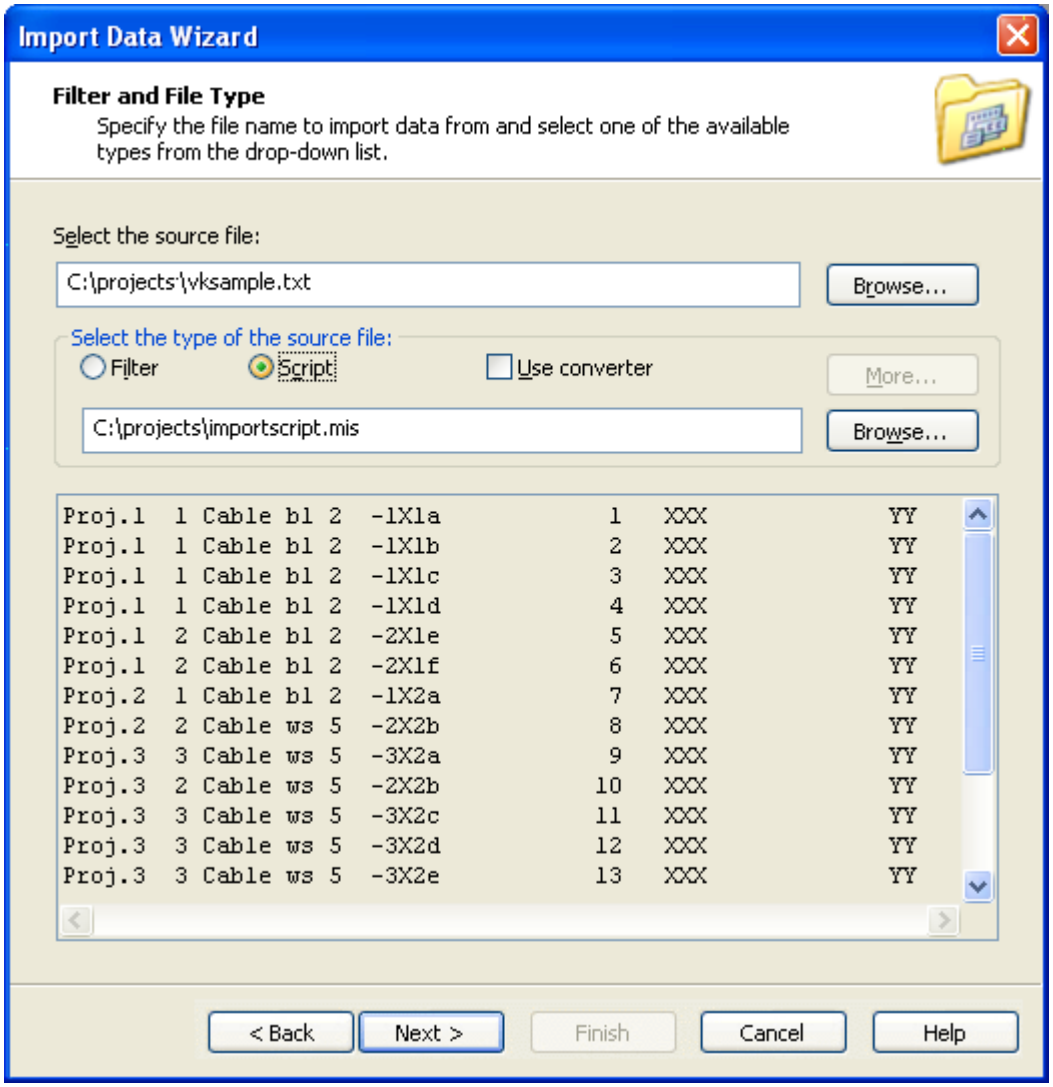
Not all of the text is displayed or printed.

You will need to shorten the text or reduce the font size! (see also "Adjust font size")

Automated Import

If you have previously imported a file and saved the import routine, (see "Step 8: Saving and finishing "), you can reuse the routine.

- Start the import process as described in the section "Starting the import".


Import Data Wizard
Filter and File Type
Specify the file name to import data from and select one of the available types from the drop-down list.
Select the source file:
C:\projects\vksample.txt
Browse...
Select the type of the source file:
Filter
Script
Use converter
More...
C:\projects\importscript.mis
Browse...
Proj.1 1 Cable bl 2 -1X1a 1 XXX YY
Proj.1 1 Cable bl 2 -1X1b 2 XXX YY
Proj.1 1 Cable bl 2 -1X1c 3 XXX YY
Proj.1 1 Cable bl 2 -1X1d 4 XXX YY
Proj.1 2 Cable bl 2 -2X1e 5 XXX YY
Proj.1 2 Cable bl 2 -2X1f 6 XXX YY
Proj.2 1 Cable bl 2 -1X2a 7 XXX YY
Proj.2 2 Cable ws 5 -2X2b 8 XXX YY
Proj.3 3 Cable ws 5 -3X2a 9 XXX YY
Proj.3 2 Cable ws 5 -2X2b 10 XXX YY
Proj.3 3 Cable ws 5 -3X2c 11 XXX YY
Proj.3 3 Cable ws 5 -3X2d 12 XXX YY
Proj.3 3 Cable ws 5 -3X2e 13 XXX YY
< Back
Next >
Finish
Cancel
Help

Selecting the source file

- Click on the **Find...** button. A dialog appears, where you can select the file you want to import.
- Select the file you want to import and click on the **Open** button.

The "Select the source file:" field now contains the path and the file you are importing.

Selecting the import script

- Select **Import script** as source file type and click on **Find…**.
- Open the script file (*.mis).
- Click on the **Finish** button or
  if you want to make changes, click on the **Next >** button.

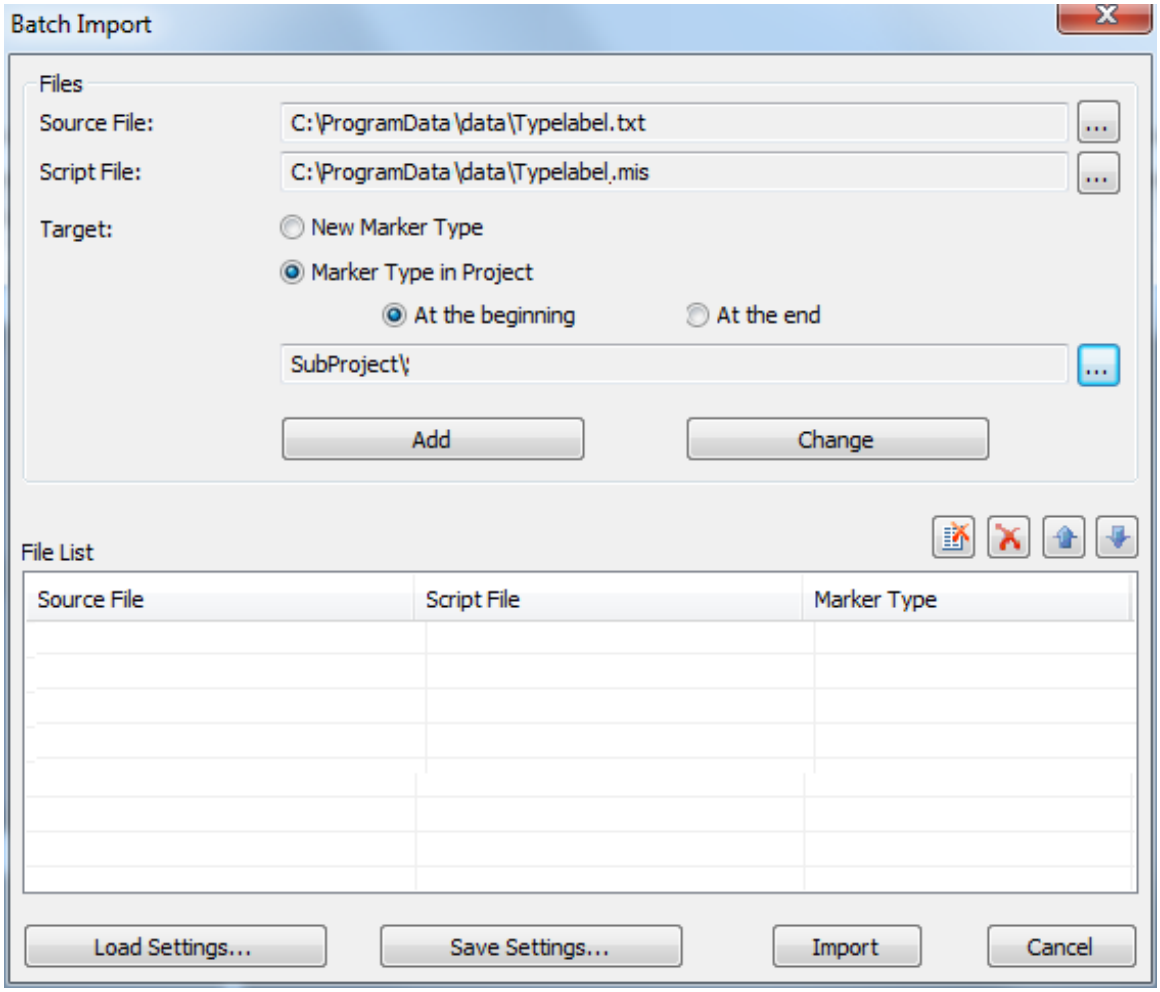
The import routine is started and the data is added to the marker type.

Batch Import

The batch import is an automated import.
You have the following options:

- Import of one or several different source files.
- Each source file can be imported with its own import script (see "Saving the import script").
- You can import on marker types from the catalog or templates (*.mpt).
- You can import into marker types of the open project.
- The batch compiled by you can be saved and re-loaded at any time.

Start the batch import using the menu **File** > **Import…**



The asterisk in the list entries in the "marker type" column indicates that the import object is a template (*.mpt).

Creating/adding a batch

- If you want to add a new import process to the batch, the fields "Source file", "Script file" and "Marker type" must be completed.

  For each case, select the button ....
- In the target you can also choose whether you want to import the data into a new marker type or into a marker type from the project that is open. In the latter case you can also define whether the data should be inserted at the beginning or at the end of the respective marker type.
- Click on the **Add** button to add the selected import combination to the batch.

Changing a batch

Changing the import combination

- Click on the batch entry in the list that you want to change.
- Change the import combination via the ... button or the selection option in the **target**.

- Change the batch entry by clicking on **Adjust**.

Moving the batch entry
Use the arrow buttons to adjust the order of the batch processing.

Deleting batch entries

Deletes the selected list entry.

Deletes ALL list entries.

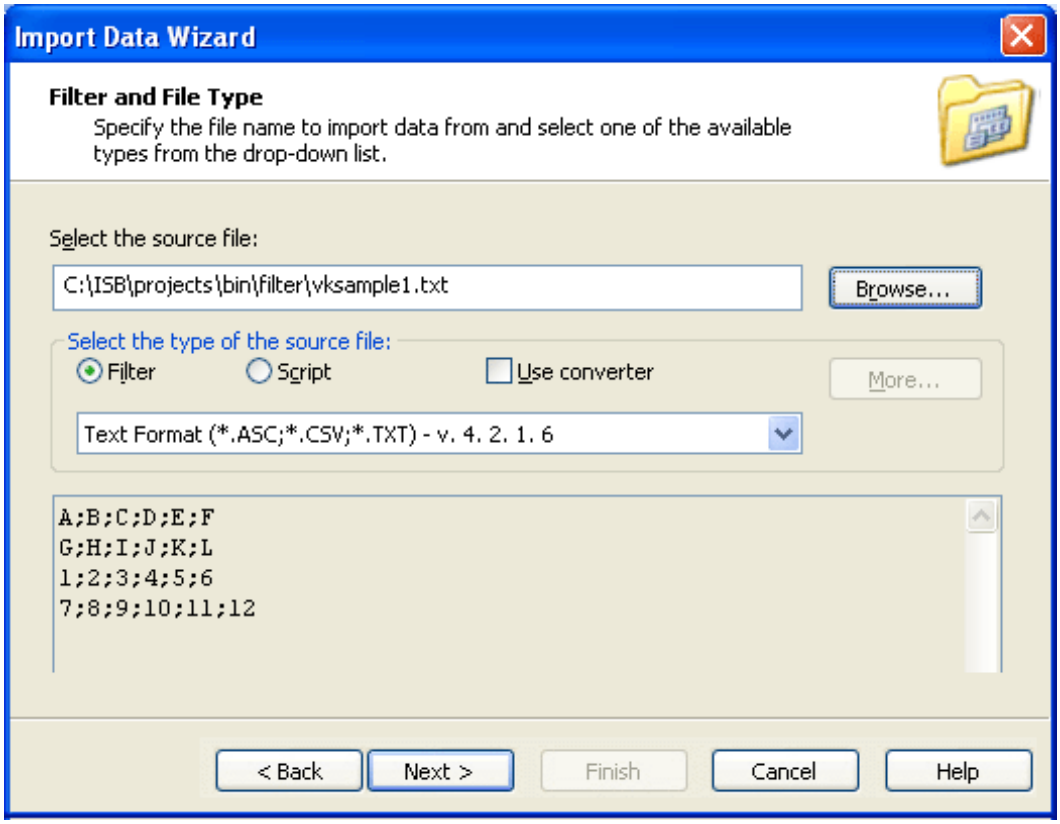
The entries are deleted without confirmation prompt!

Converter

The converter supports prefiltering of the source file. It can be executed either via the Import Wizard (see "Settings in the Import Wizard" or via the command line (see section " Call-up parameter converter").

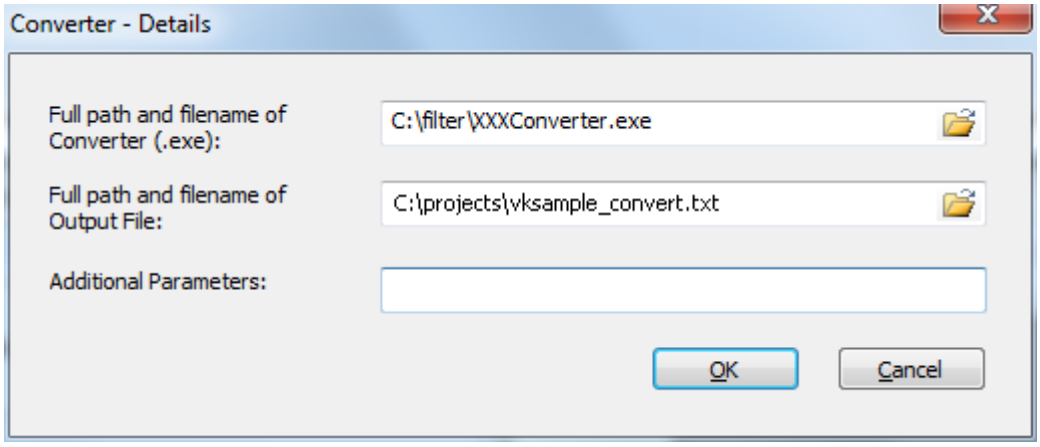
Settings of the import wizard

- Select the source file "vksample.txt".
- Check "Use converter" and click on "More..."



The dialog for setting the converter details opens.

- Click on the selection buttons to select the converter file "XXXConverter.exe" and the output file.
- If the field for the output file remains empty, the path of the source file is used and the extension "convert" is appended to the source file name
- The delimiters and column pairs can be defined in the "Additional Parameters“ field.
- Select "OK" to return to the Import Wizard.



The rest of the import process is carried out with the output file.

To execute the converter file „XXXConverter.exe“ with other parameters, it must be controlled via the command line (see section "Call parameters for the converter").

Print

Introduction

This chapter describes how to set up and calibrate printers, how to map them to Marker Cards and the printing options.

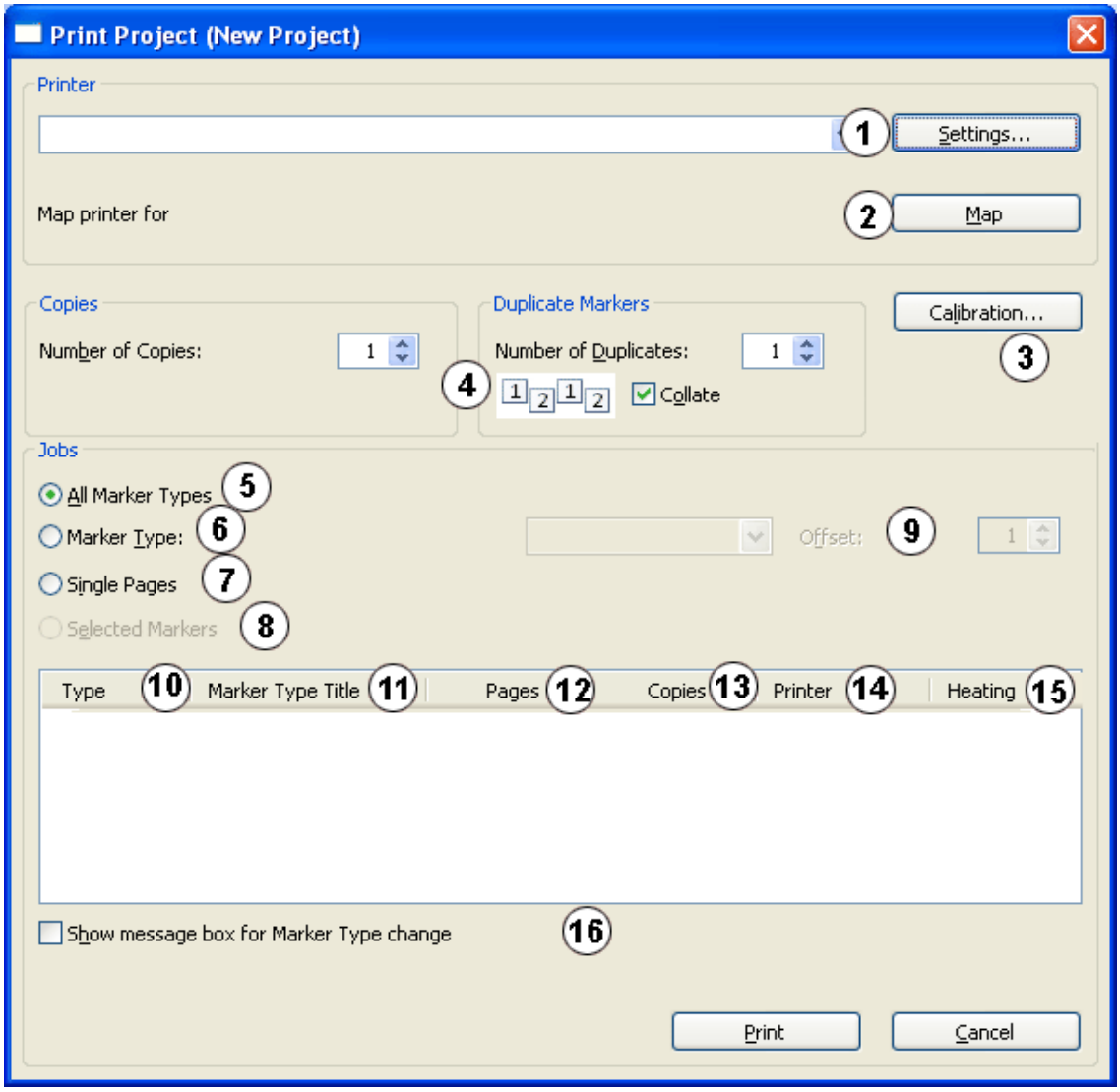
5. Call up the printing menu via the standard print dialog (see section "Calling up the printing menu").

6. Via the fast printing mode (see the "Fast printing" section).

Calling up the printing menu

- Select **File** > **Print…**.

This opens the print dialog where you can print and define all printer settings.



1 **Settings**
Show the printer setting dialog, if available.
The ClearMark is set in the Options menu (see chapter "Options – ClearMark").

2 **Mapping**
Map a printer to the selected marker type. The mapping is saved. To change the mapping, see chapter "Mapping the printer and marker type".

3 **Calibration**
Adjusting the printer to the selected marker type (see chapter "Adjust printer offset").

4 **Number of copies**
How many times shall the print job be effected?
The printout can also be separated by markers (duplicates) (see section "Setting up print jobs").

5 **All marker types**
All marker types of the list are printed.

6 **Marker type**
Only the selected marker type is printed.

7 **Single Pages**

Selection of specific pages of different marker types to be printed.

8 **Selected markers**

Select whether the project markers are also printed or whether the markers remain at their position or are combined.

9 **Offset**

The Print dialog shows an "Offset" box, provided only one marker type has been selected for printing.

The offset shifts the start position for the printout from the first marker to a different one.

For example, if you set the offset to 8, the first seven markers remain blank and the printing starts at the eighth marker. The default setting is 1.

10 **Type**

All printable marker types in the current project.

11 **Marker type title/variant name**

The marker type title. One click on the column heading switches the view to the variant name (see chapter "Renaming a product").

12 **Pages**

Number of printable pages of the marker type

13 **Number**

How often shall the marker type in the list be printed?

Click into the field and enter the number of copies.

Note that the number is multiplied by the number of copies.

14 **Printer**

The printer mapped to the marker type. To change the mapping, see chapter "Mapping the printer and marker type".

15 **Heating level**

The required heating level for the marker type (depends on the selected printer).

16 **Show marker type change**

If there are several marker types in the print process, a dialog is shown before a change to another marker type is made, so that e.g. the printer magazine/the plotter fixture can be changed.

Mapping the printer and marker type

As a default, no marker type is mapped to a printer.

If no printer has been mapped to any or all of the marker types to be printed, confirming the message shown sends the data to the default printer.

- Open the print dialog using the menu items **File** > **Print…**
- In the lower field select the marker type that you want to map to a printer.
- Then select a printer from the "Printer" field and click the **Map** button..
- In the selection dialog that follows, select whether the selected printer is a printer or a plotter.

The selected printer and marker type are automatically mapped whenever printing takes place.

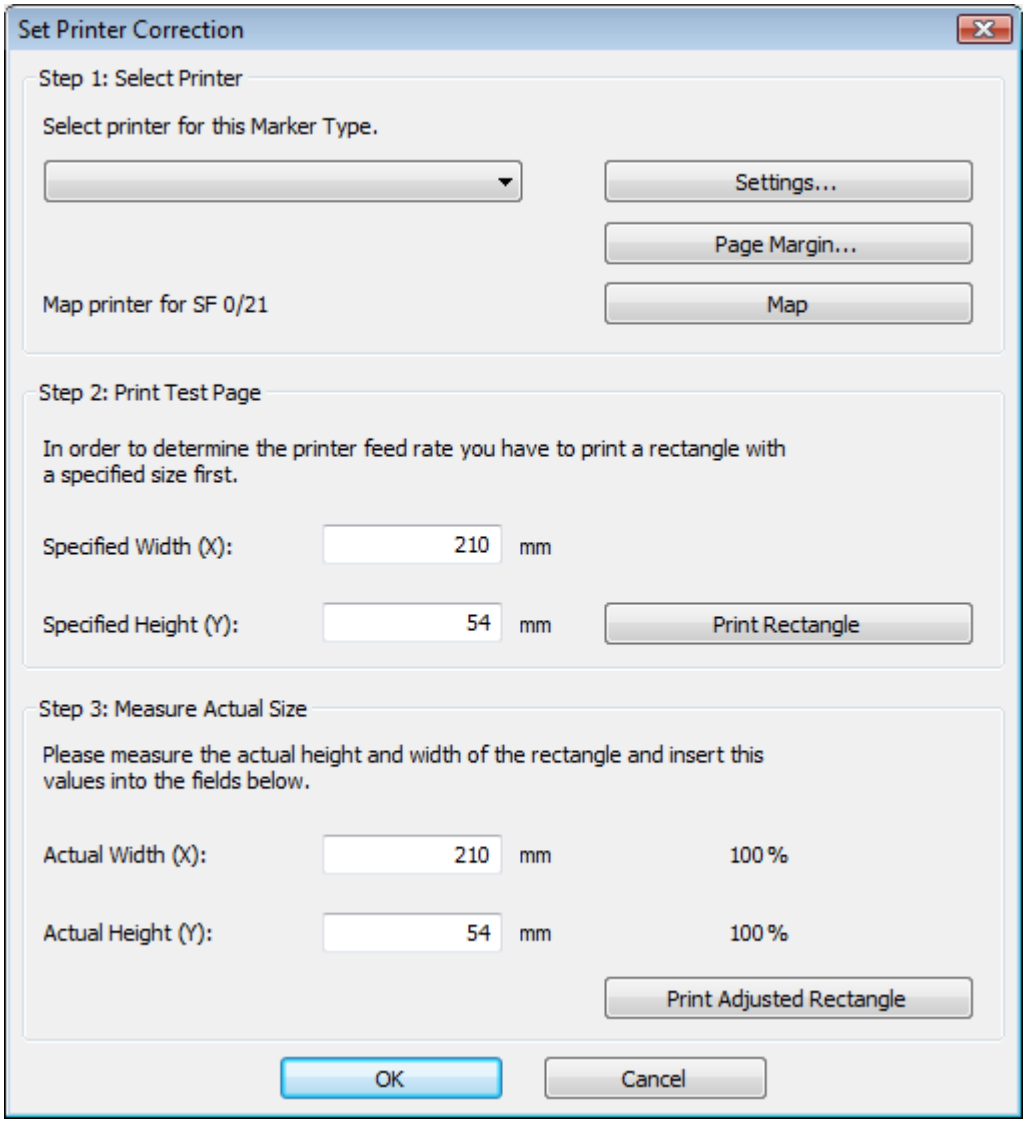
To map the marker type to a different printer, select the required printer from the installed printers or activate the mapping dialog (see "Options dialog").

Printer correction

The printer may vary from its standard calibration in both the horizontal and vertical directions as a result of environmental conditions or maker-specific issues.

- To adjust the printer's feed rate, select **File > Set Printer Correction...**.

The following dialog appears:



Print a test page with a rectangle whose size you have to specify..

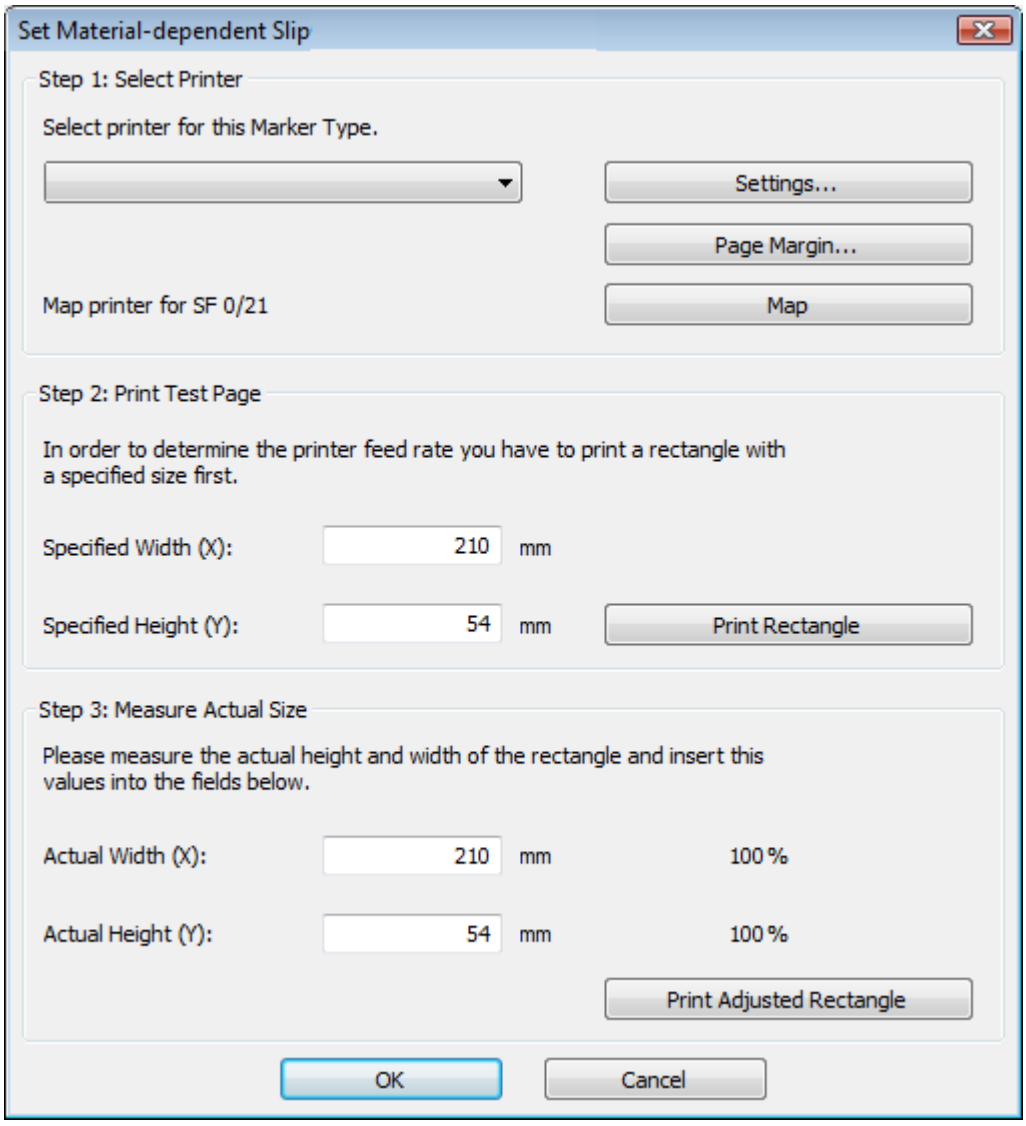
- In the **Specified Width (X)** and **Specified Height (Y)** fields enter the size of the rectangle and click the **Print Rectangle** button..
- Measure the width and height of the printed rectangle, and enter these figures in the **Actual Width (X)** and **Actual Height (Y)** fields if they vary from the specified values.
- Close the window with **OK**.

The printer correction is not admitted for plotters!
All printers that are declared as plotters (see "Options - Plotter") are not shown in the printer selection field.

The printer correction only has to be effected once for every printer. It does not depend on the markers.

Set Material-dependent Slip

To adjust the Marker Card margin and Marker Card feed, select **File > Set Material-dependent slip...** .



Print a test page with a rectangle whose size you have to specify..

- In the **Specified Width (X)** and **Specified Height (Y)** fields enter the size of the rectangle and click the **Print Rectangle** button. .
- Measure the width and height of the printed rectangle, and enter these figures in the **Actual Width (X)** and **Actual Height (Y)** fields if they vary from the specified values.
- Close the window with **OK**.

Adjusting the printer to the marker type

If the printout is at the wrong position on the print medium (Marker Card mat etc.), then you can adjust the printer to the medium in question.
The settings are defined on the one hand at the printer when selecting the print medium (see section "Adjusting the printer to the print medium ") and on the other hand in the program when setting the margins, feed rate etc. (see section "„Adjusting the printer offset").

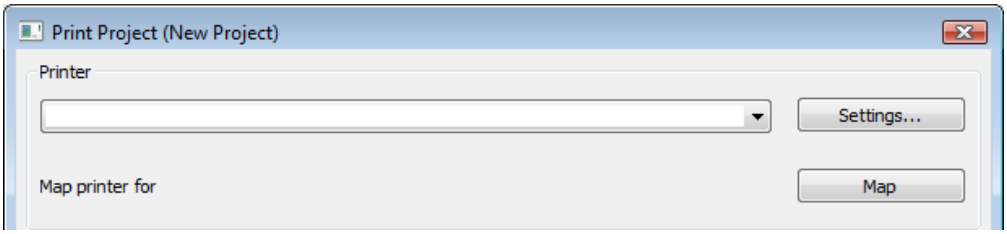
Adjusting the printer to a printing medium

When printing labels, the printer has to be set to the right print medium.

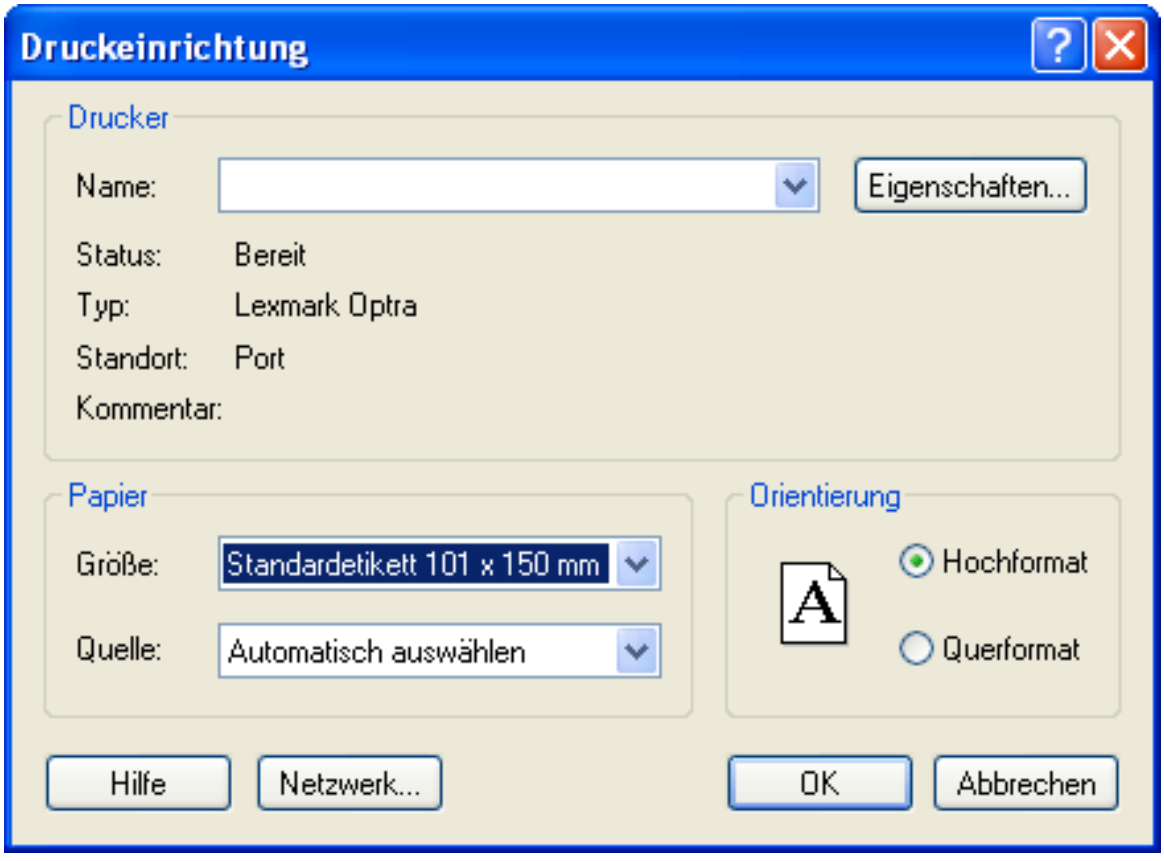
- Open the print dialog using the menu items **File** > **Print…**

This opens the print dialog.

- Select the printer to be adjusted and click on the **Settings...** button.



The Printer Setup window opens.



- In the Paper field, select the appropriate print medium and click on OK.

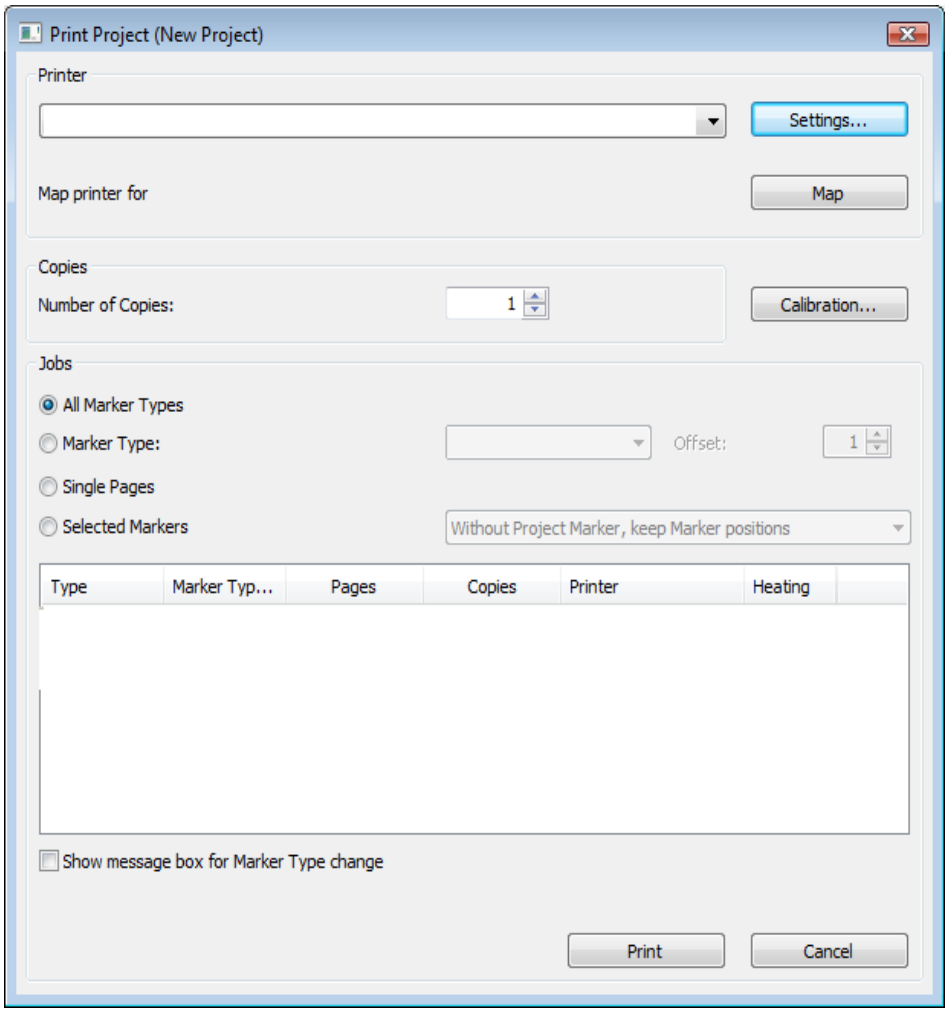
If the right paper is not available, you can click on the **Properties** button to define the settings for the printer.

To make sure that these settings are also available when the program is launched again, you should set these properties directly in the printer driver (see also the printer's manual/short guide).

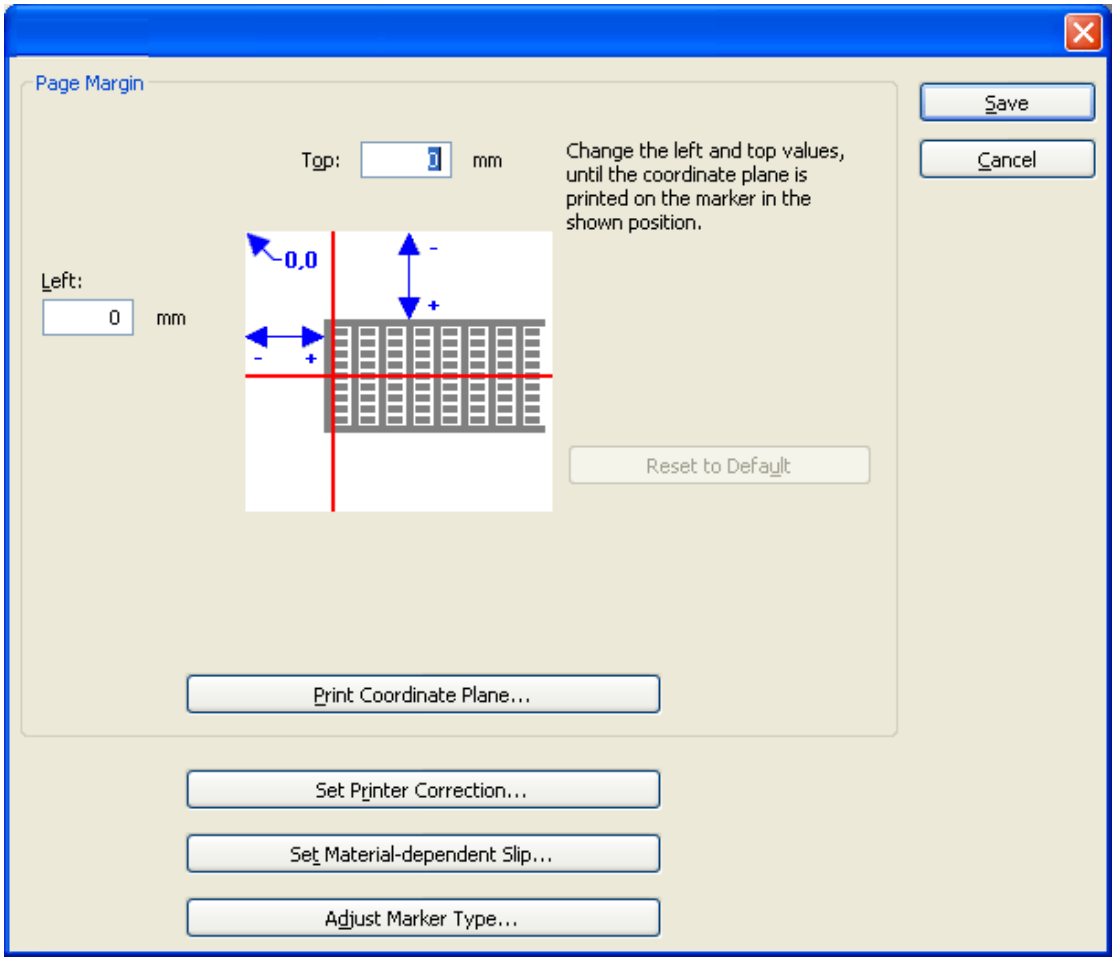
- Click on the Windows **Start** button, then select **Control panel** > **Printer**.
- Right-click on the required printer and select **Properties** from the context menu..
- Set the right paper.
-

Adjust printer offset

- To calibrate a mapped printer, click on the **Calibration...** button.



The following dialog appears.
(The actual image depends on the marker type.)

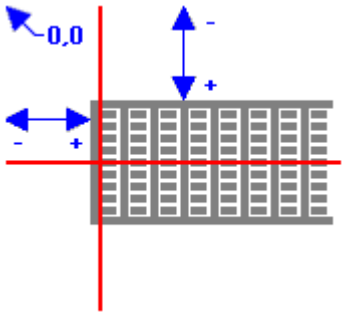

Page Margin
Top:
0
mm
Left:
0
mm
0,0
-
+
-
+
Change the left and top values, until the coordinate plane is printed on the marker in the shown position.
Reset to Default
Save
Cancel
Print Coordinate Plane...
Set Printer Correction...
Set Material-dependent Slip...
Adjust Marker Type...

Adjusting the left and top margins

Settings for markers

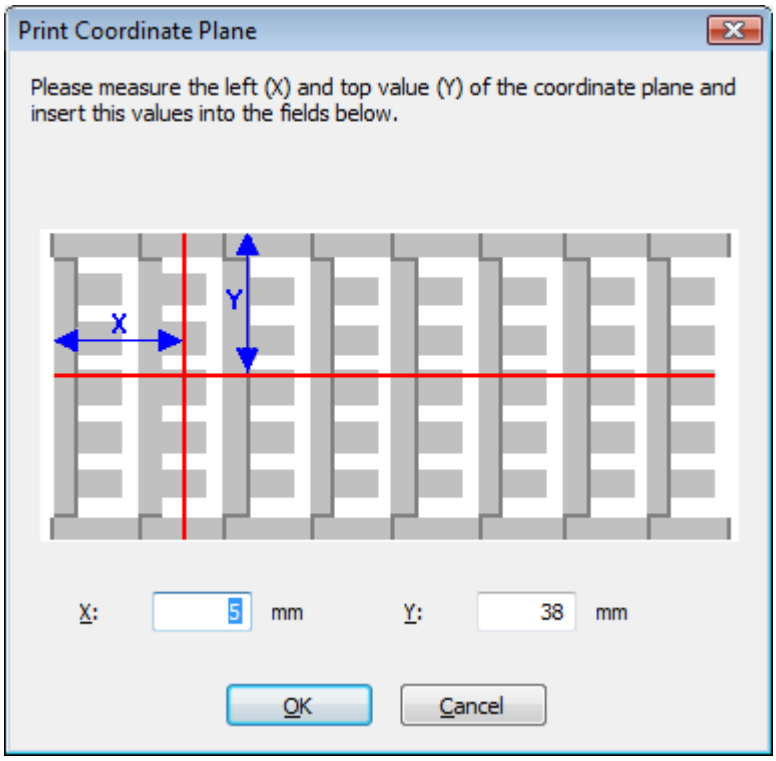
To adjust the left and top margins of a Marker Card mat, you must print a coordinate plane on a Marker Card mat and measure its position.

The coordinate plane should be in the following position:



- To print a test coordinate plane click on the **Print Coordinate Plane...** button.

The "Print Coordinate Plane" window opens during printing.



- Measure the left and top margins of the printed coordinate plane as shown, enter the figures in the corresponding fields and close the window with **OK**.

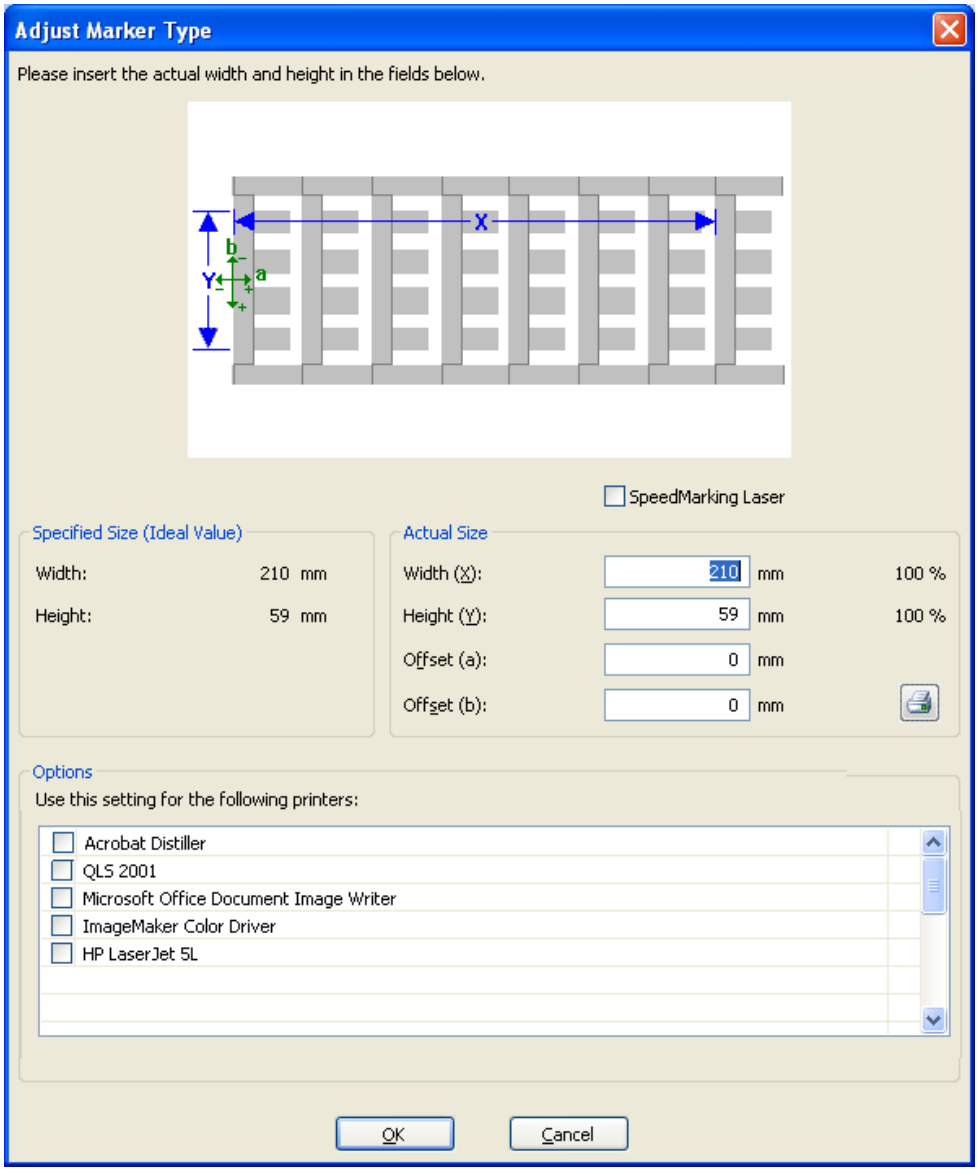
If necessary, repeat these steps to check the position of the coordinate plane.

Adjusting the size of the marker type

Marker types may not be their normal size, for example as a result of the ambient temperature.

- Click on the Adjust Marker Type... button, or select Adjust Marker Type... from the File menu.

The following dialog appears.



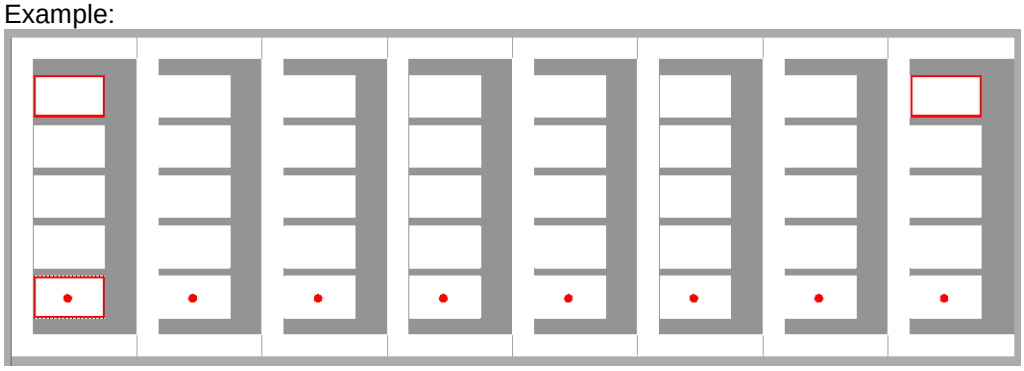
- In the Options area select the printers for which these settings shall be set.
- Measure the width and height of the marker type as shown, and enter the figures in the **Width (X)** and **Height (Y)** fields.
- Close the window with **OK**.

Adjustment Aid

You have the option of creating a trial printout with an adjustment aid.
The adjustment aid consists in printing rectangles in marker size and centered dots.

- In the options select the printer on which you want to output the adjustment aid.
- Click on the button.
- The adjustment aid is output on the printer.

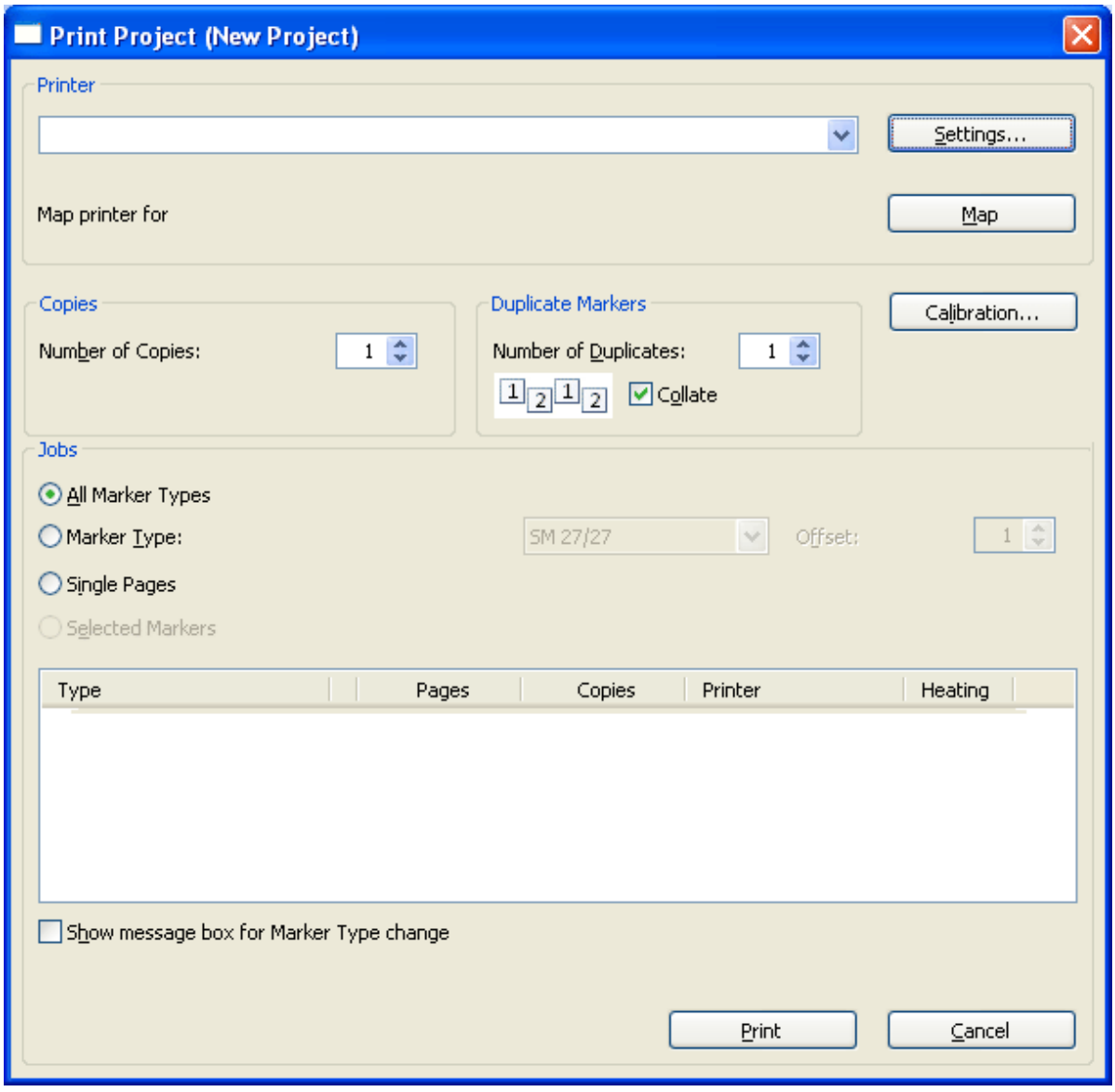
Example:



Setting up print jobs

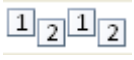
- On the menu bar, select **File** > **Print...**.

The print dialog opens and you can select the jobs.

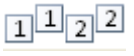


If no printer has been mapped to any or all of the marker types to be printed, confirming the message shown sends the data to the default printer.

In the printout the individual markers can be reproduced any number of times.
Select the settings as follows:



The printout is in the order or markers as arranged in the marker type.

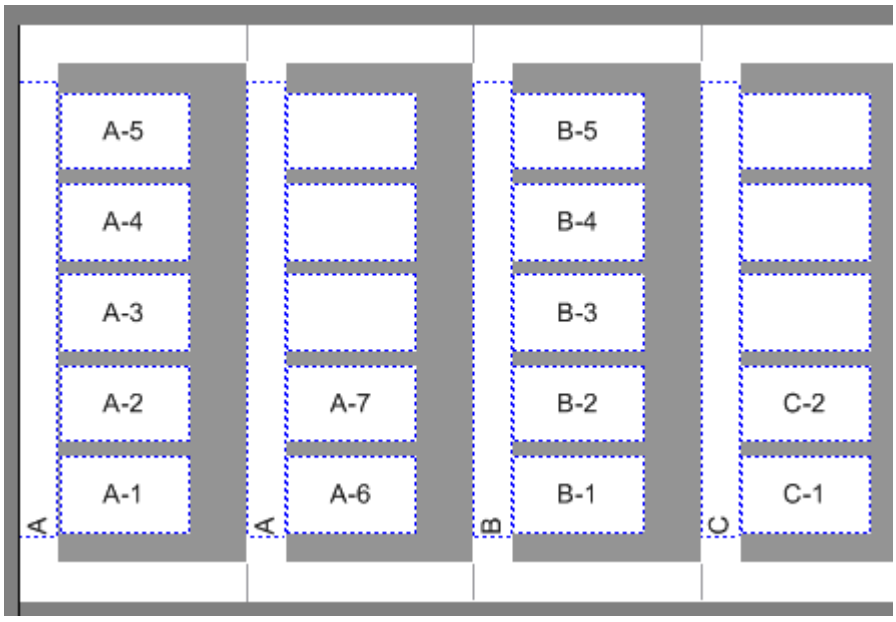


The printout is separated after the individual markers on the basis of the number of duplicates defined.

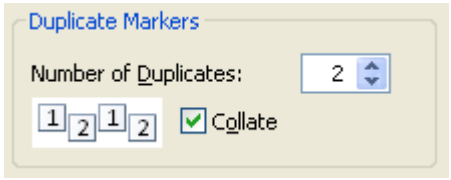
Existing projects are retained in the course of duplication.

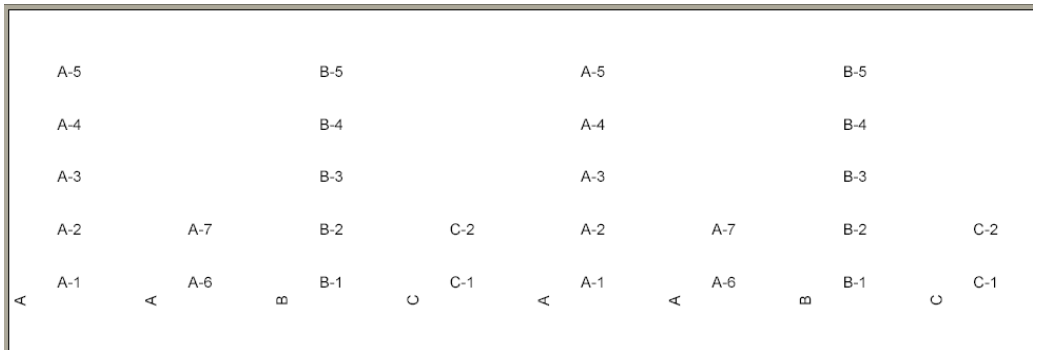
Example:

Populated marker type:

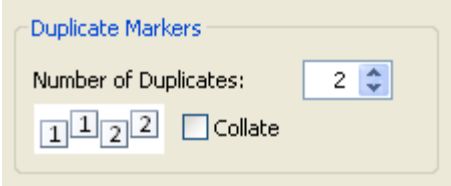


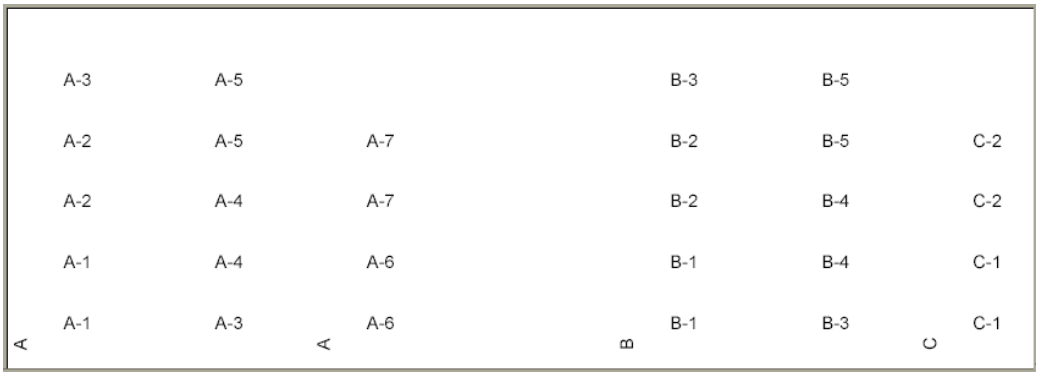
Printout sorted with 2 duplicates:





Printout separated with 2 duplicates:

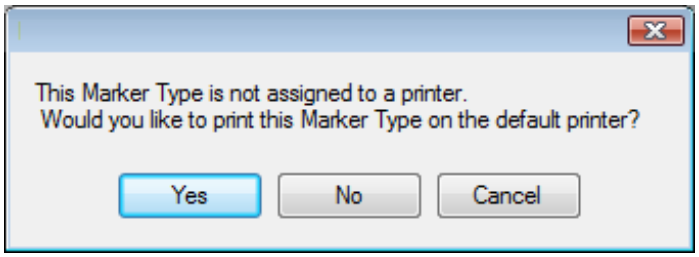




Fast printing

- To print just the current page, click on the following icon in the toolbar.

A message is output if the marker type to be printed has not been mapped to a printer.


This Marker Type is not assigned to a printer.
Would you like to print this Marker Type on the default printer?
Yes
No
Cancel

If you specify **Yes**, the page is output on the default printer. If you specify **No**, the Print menu opens so that you can map a printer (see section "Mapping the printer and marker type").

Printing directly

You can print all supported file formats directly by using the command line.

Syntax: `"c:\program\ClearTools.exe" -p "myprint.rde"`

Activating the plotter

Introduction

This chapter describes the setup, activation and allocation of the plotter to the printed Marker Cards etc. and the plotting options.

The plotter can be connected to the computer with the USB cable.

For details of the general printing functions, please refer to the chapter "Printing".

Plot Mode

In Plot Mode, only the functions and elements relevant to the plotter are shown on the user interface.

The following elements are permitted in Plot Mode:

1. Graphics, provided they are plotter symbols (*.mps files)
2. Text boxes containing plotter font characters
3. Lines

All elements are shown in black-and-white.

When switching to Plot Mode, all layers are checked for unplottable elements. If unplottable elements are found, a warning appears.
Such elements (e.g. barcodes) are no longer shown, but remain available internally. All elements are shown again upon quitting Plot Mode.

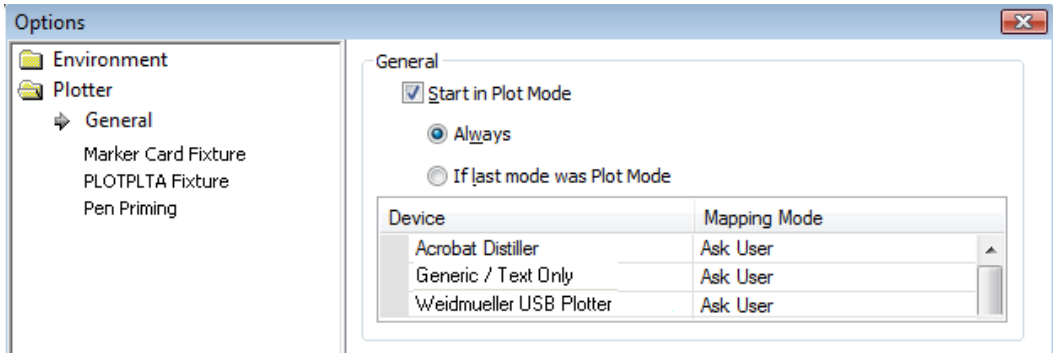
- To switch to Plot Mode, select **File** > **Toggle Plot Mode**, or click on the following icon in the toolbar:

Plot mode is active when "Plot Mode" is written adjacent to the version number or when the following icon in the toolbar appears depressed:

When switching to Plot Mode, all the elements in the lock layer remain visible so that gaps that could possibly damage the plotter pen remain visible.
However, the lock layer is not evaluated in Plot Mode!

Startup options for Plot Mode

The display in Plot Mode can be set up via the Options window (select **Tools** > **Options > Plotter**).



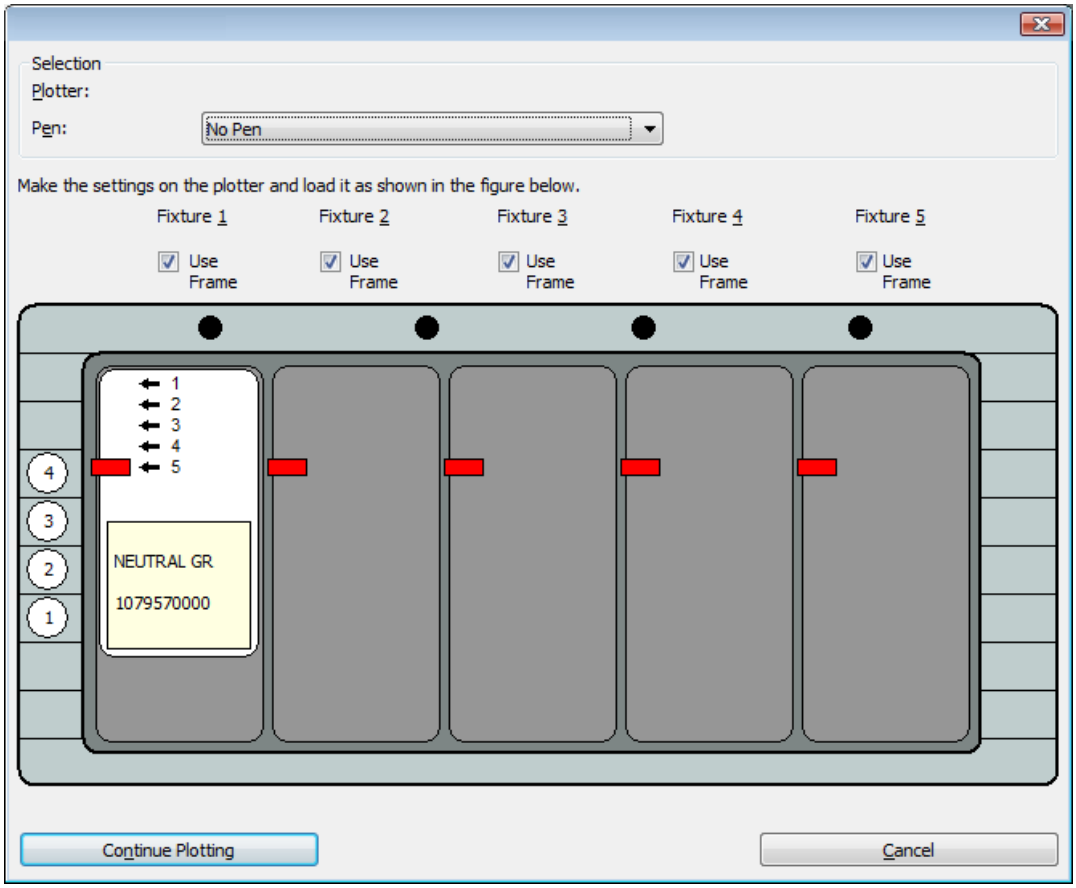
Activate the "Start in Plot Mode" checkbox if Plot Mode is to be launched in the program after a restart, when opening an Document file or when creating a new project.

Printing/Plotting

Plotting is carried out in the same way as printing (see "Printing").
A marker type must be allocated to a plotter beforehand (see "Allocating the plotter to a marker type").
Afterwards, the marker type can be calibrated (see "Adapting marker type to printer") and the plotter set up (see "Adapting marker type to plotter “).

Selecting pen and inlay

Before plotting begins, a dialog appears with the settings for the marker type selected.



Pen selection

Select the pen that is to be used in the plotter. The pen settings are carried out in the Calibration dialog (see "Calibration dialog").

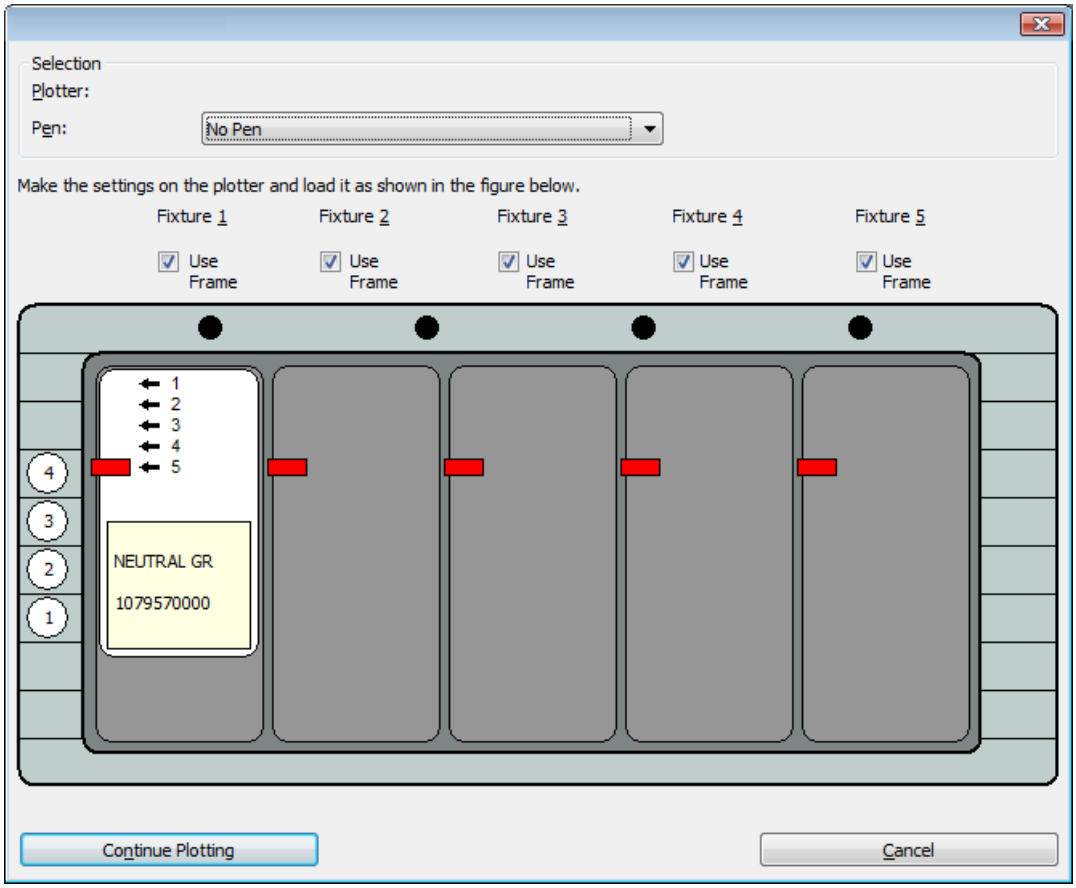
If "No Pen" is selected, an external pen can be used that is not returned to the pen holder.

Step settings for inlay

The step settings for the inlay are shown when printing on a Marker Card.
Place the inlay on the step shown (1 to 5). Please note that an inlay is not required with some Marker Cards.

Changing the marker type

When printing several pages or marker types in a project, a dialog indicates which frame with which marker type is to be printed next.

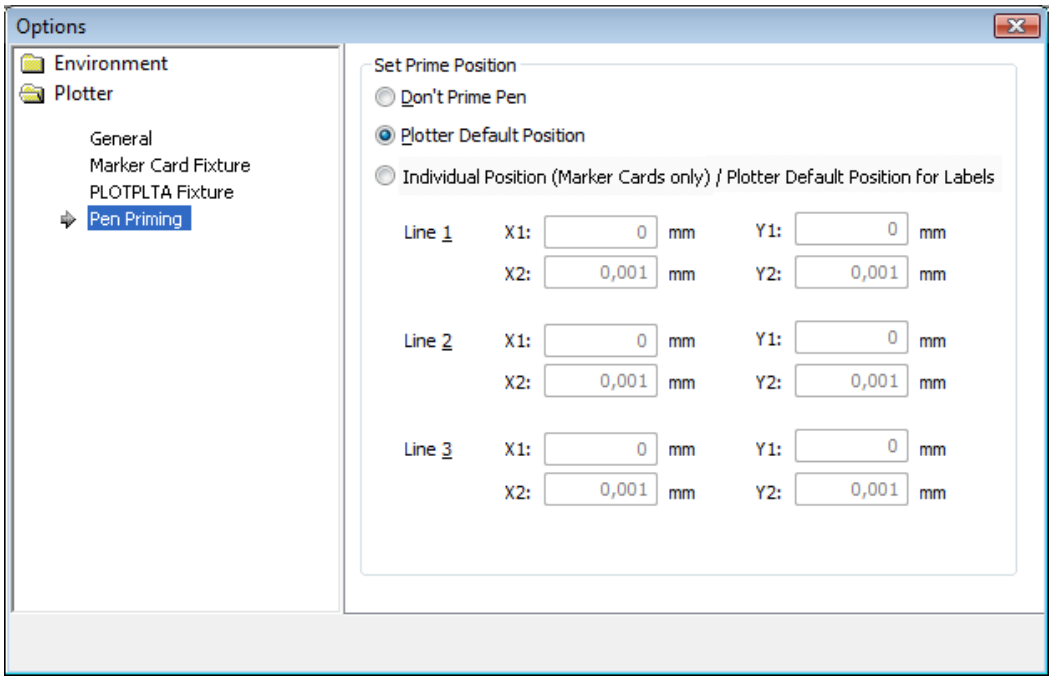


- Click on "Continue Plotting" to send the configuration as shown to the plotter.
  If several pages or marker types are present, the next configuration is shown.
  After plotting, the plotter waits until the user clicks on the button again.
- Click on "Skip" if the configuration shown is not to be printed.
  If the project contains further pages or marker types, the next configuration is shown, otherwise the printing process is terminated.
- Click on "Cancel" to terminate the entire printing process.

Adjusting the pen test position

The default pen test position of the plotter is set to two blocks adjacent to the pen holder, which, not surprisingly, very quickly become dirty.
To adjust the pen test position, select **Tools** > **Options... > Plotter**

The pen test position of the plotter can be set on the "Pen Priming" page.


Options
Environment
Plotter
General
Marker Card Fixture
PLOTPLTA Fixture
Pen Priming
Set Prime Position
Don't Prime Pen
Plotter Default Position
Individual Position (Marker Cards only) / Plotter Default Position for Labels
Line 1 X1: 0 mm Y1: 0 mm
X2: 0,001 mm Y2: 0,001 mm
Line 2 X1: 0 mm Y1: 0 mm
X2: 0,001 mm Y2: 0,001 mm
Line 3 X1: 0 mm Y1: 0 mm
X2: 0,001 mm Y2: 0,001 mm

The adjusted pen test position is only valid for Marker Cards. The default plotter position is still used for labels.

The adjusted pen test position takes into account the Offset X and Offset Y parameters of the Marker Cards correction.

Please note that an incorrectly selected pen test position may result in damage to the pen. Always test your settings without a pen first!

Allocating the plotter to a marker type

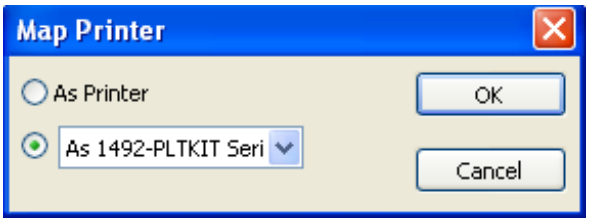
Every marker type must be allocated a printer or a plotter.

If no printer has been mapped to any or all of the marker types to be printed, confirming the message shown sends the data to the default printer.

- Open the print dialog by selecting **File** > **Print…**
- Mark the marker type to which you wish to allocate a printer in the panel at the bottom of the window, select a printer from the "Printer" drop-down list and click on **Map** to confirm your selection.

  The selected printer and marker type are automatically mapped whenever printing takes place.

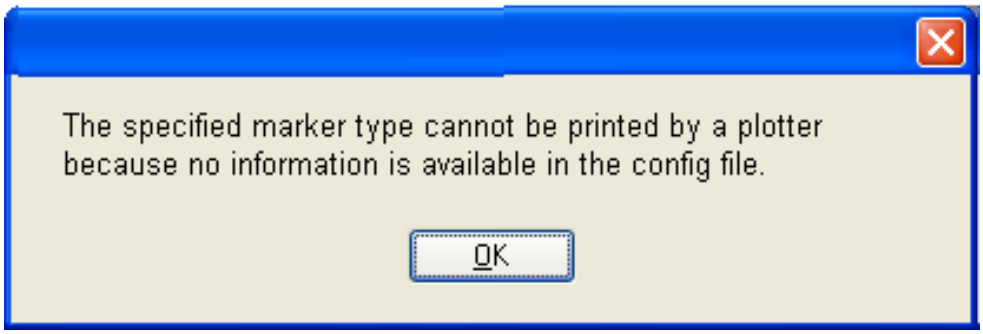
- In the window that now opens, choose whether you wish to allocate the printer/plotter selected as a printer or plotter.



  If you select "as plotter", the printing is subjected to the limitations of the Plot Mode.

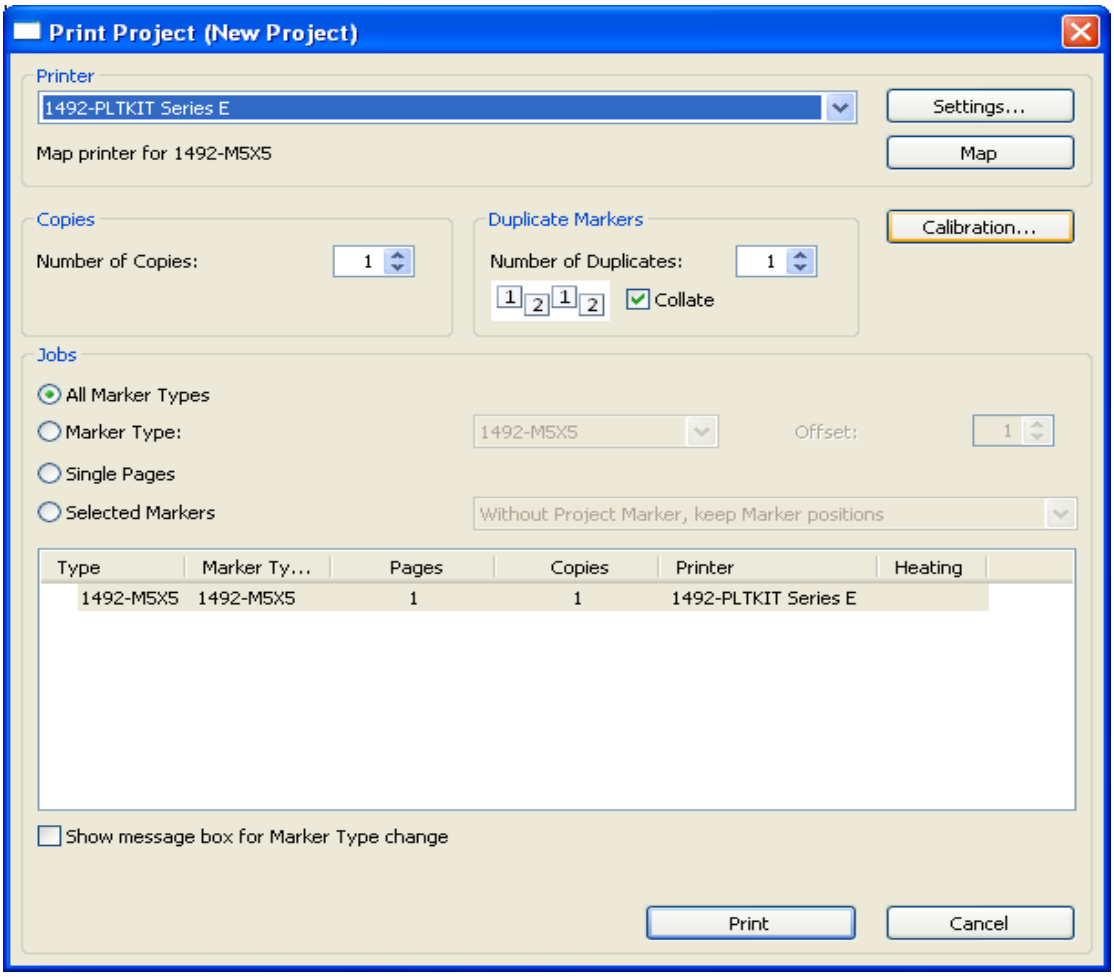
  You can cancel this setting at any time via the Options dialog (see "Adapting the printer allocation").

If you select a marker type that cannot be allocated to any plotter, a warning appears.

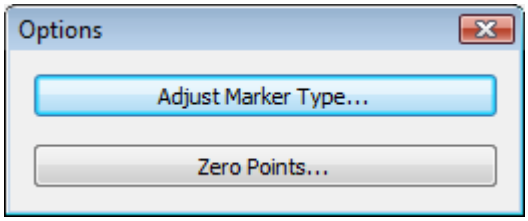


Adjusting the marker type to the plotter

- In order to adapt a plotter allocation to the marker type, click on **File > Print > Calibration…**

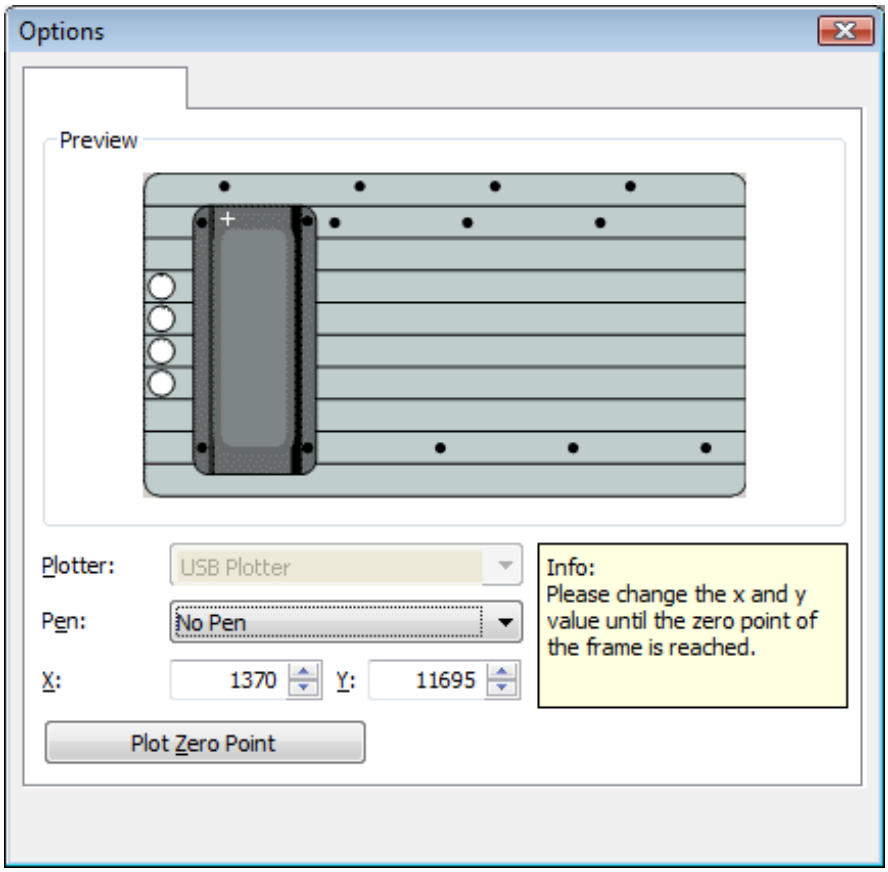


In the window that now appears, you can choose whether you wish to calibrate the marker type (see "Adapting marker type to printer") or calibrate the zero points of the plotter.



Setting the zero points

The following dialog appears.
(The actual image depends on the marker type.)



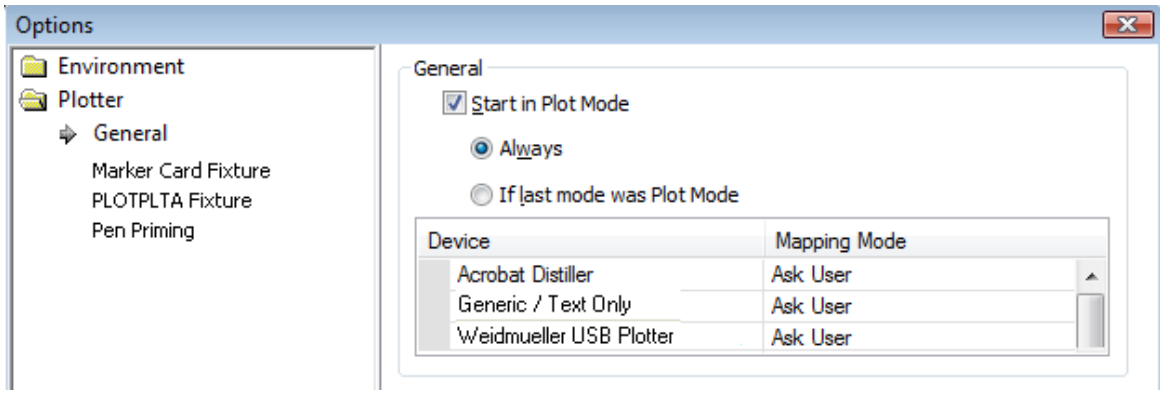
- Select the pen you wish to use for plotting (see "Selecting pen and inlay").
- To calibrate the zero point, enter the coordinates in the X and/or Y boxes and then click on "Plot Zero Point".
- For a fine adjustment, click in the X and/or Y boxes and move the zero point using the and keys (for X coordinates) and/or the and keys (for Y coordinates).

These settings can also be preset in the Options dialog (see "Calibration dialog“).

Adapting the printer allocation

Select **Tools** > **Options... > Plotter**

You will find the current printer allocation on the "General" page of the plotter.



You can choose from three allocations:

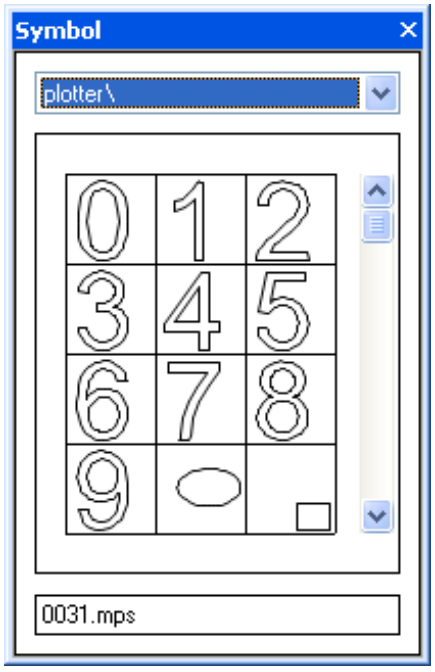
1. As Printer
   The device is always allocated as a printer when "Map" is selected in the printer dialog.

2. As Plotter
   The device is always allocated as a plotter when "Map" is selected in the printer dialog.

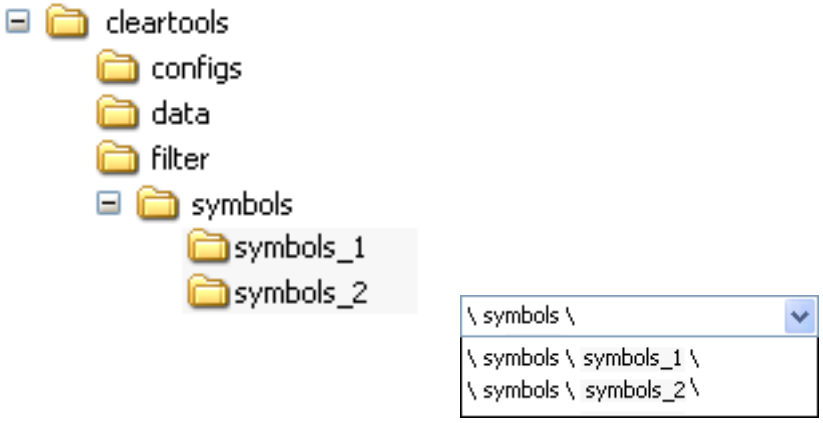
3. Ask User
   The "Map printer" dialog appears every time when allocating this device.

Symbol Explorer/Plotter Symbol Editor

The plotter symbols (*.mps) and a selection box for symbol subdirectories have been added to the Symbol Explorer.



Selection box for symbol directory



The selection box for symbol subdirectories shows on the highest level "\symbols\" all the symbols of the symbol directory set and its subdirectories (default setting is "Symbols").

Editing/Creating plotter symbols

Creating new plotter symbols

- In the Symbol Explorer, right-click with the mouse on an empty symbol box and then select **Plotter Symbol Editor...**

Editing plotter symbols

- Click with the right mouse button on a plotter symbol and then select **Edit with Plotter Symbol Editor...**

Calibration dialog

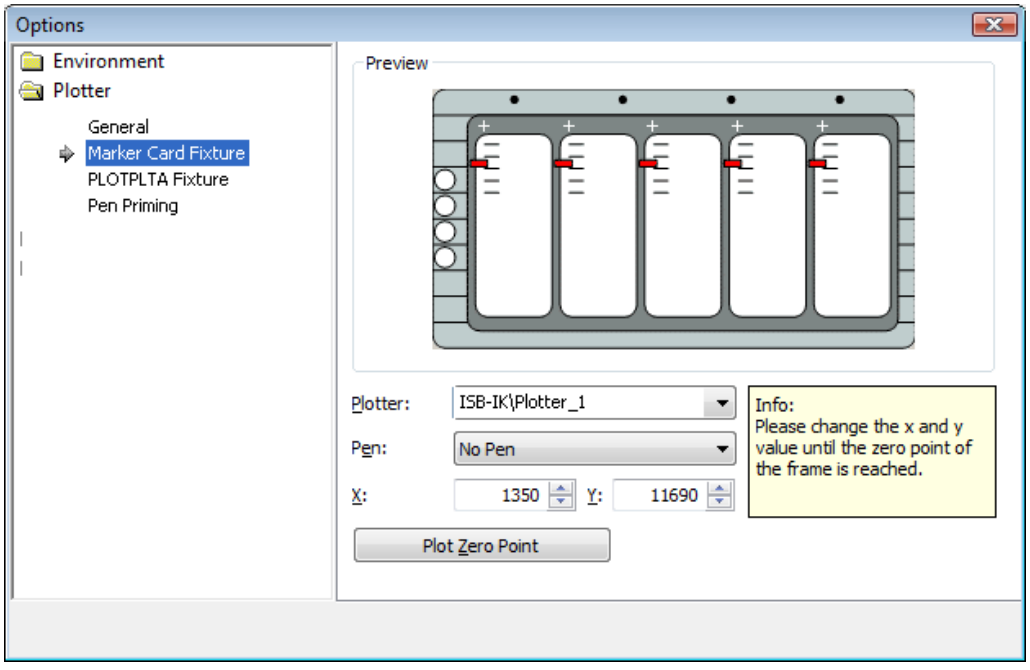
There are three different frames that can be used with the plotter depending on the marker type selected.
These frames can be set in the Calibration dialog (zero point, pen, etc.).

- Select **Tools** > **Options... > Plotter**
  The Options dialog opens.

The calibration instructions can be found in the user manual for the plotter.

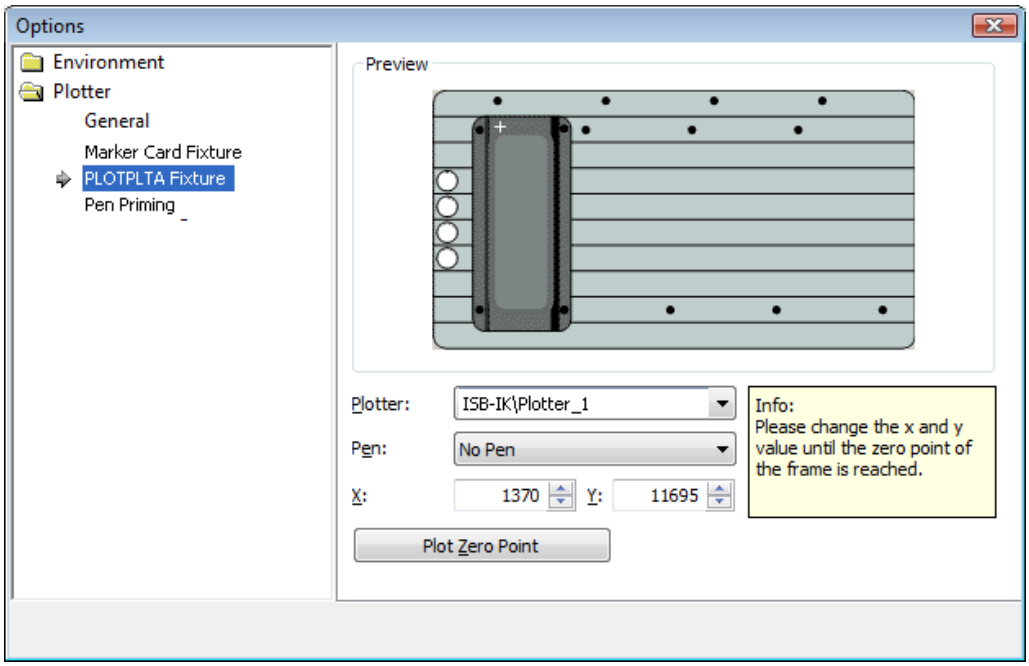
Marker Card Fixture

In the Options dialog, select "Marker Card Fixture".



PLOTPLTA Fixture

- In the Options dialog, select "PLOTPLTA Fixture".


Options
Environment
Plotter
General
Marker Card Fixture
PLOTPLTA Fixture
Pen Priming
Preview
Plotter:
ISB-IK\Plotter_1
Pen:
No Pen
X:
1370
Y:
11695
Info:
Please change the x and y value until the zero point of the frame is reached.
Plot Zero Point

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Rockwell Automation Support

Rockwell Automation provides technical information on the Web to assist you in using its products. At http://www.rockwellautomation.com/support/, you can find technical manuals, a knowledge base of FAQs, technical and application notes, sample code and links to software service packs, and a My Support feature that you can customize to make the best use of these tools.

For an additional level of technical phone support for installation, configuration, and troubleshooting, we offer Tech Connect support programs. For more information, contact your local distributor or Rockwell Automation representative, or visit http://www.rockwellautomation.com/support/.

Installation Assistance

If you experience an anomaly within the first 24 hours of installation, review the information that is contained in this manual. You can contact Customer Support for initial help in getting your product up and running.

United States or Canada	1.440.646.3434
Outside United States or Canada	Use the Worldwide Locator at http://www.rockwellautomation.com/support/americas/phone_en.html, or contact your local Rockwell Automation representative.

New Product Satisfaction Return

Rockwell Automation tests all of its products to ensure that they are fully operational when shipped from the manufacturing facility. However, if your product is not functioning and needs to be returned, follow these procedures.

United States	Contact your distributor. You must provide a Customer Support case number (call the phone number above to obtain one) to your distributor to complete the return process.
Outside United States	Please contact your local Rockwell Automation representative for the return procedure.

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